Contact

www.linkedin.com/in/qasim-ali-khan-11b5b5211 (LinkedIn)

Top Skills

Time Management
Debt Collection
Debt Management

Languages

Pashto (Full Professional)
Urdu (Native or Bilingual)
English (Full Professional)
Punjabi (Full Professional)

Qasim Ali Khan

Executive Assistant| Senior Data Entry Specialist | Legal Debt Recovery and Collections | Expertise in UAE's Top Banks | Advocate. SEO | Digital Marketing | Skip Tracing | Team Management etc.

Islāmābād, Pakistan

Summary

Welcome to my profile! I'm an experienced professional with a diverse range of skills and expertise in data entry, photography, social media marketing, and banking management. Currently serving as an **Assistant Director managing the UAE portfolio of 15 banks**, I oversee bank allocations, manage feedback, performance letters, invoices, and other essential tasks related to the banking sector.

Additionally, as a **Data Entry Specialist at NCRI Inc.**, I bring precision and efficiency to every task I undertake.

As a **Photographer specializing in social media marketing** on a part-time basis, I've developed a keen eye for detail and a deep understanding of the digital landscape. Over the past three years, I've honed my skills in content creation, visual storytelling, and brand identity, capturing captivating moments that engage audiences and drive conversions.

During my tenure as a **Social Media Manager at Global Link Education**, I successfully executed strategic social media campaigns and managed online platforms, leveraging trending hashtags, viral content, and influencer partnerships to maximize brand exposure and engagement.

With two years of experience on **Fiverr as a Search Engine Optimization Specialist**, I have a proven track record of optimizing websites, improving search engine rankings, and driving organic traffic growth. My expertise in Google and Facebook ads, coupled with a deep understanding of keyword research and targeting, has resulted in successful campaigns that deliver tangible results.

I hold an **Intermediate degree in Computer Science from Army Public School - (APSACS) Murree** and furthered my education at **COMSATS University Islamabad**.

Fluent in **English, Pashto, and Punjabi**, I possess full professional proficiency in these languages, facilitating effective communication with diverse individuals and enabling cross-cultural collaboration.

Throughout my career, I have consistently demonstrated a commitment to excellence, teamwork, and leadership. I am passionate about staying updated with the latest industry trends and continuously expanding my skill set to deliver outstanding results.

Let's connect and explore how we can collaborate to leverage the power of data, visuals, social media strategies, and banking expertise to drive remarkable growth and success. Feel free to reach out and let's make an impact together.

#DigitalMarketing #SocialMediaStrategy #SEOExpert #Photographer #DataEntrySpecialist #EcommerceSEO #CreativeContent #BrandIdentity #BankManagement #UAE

Experience

NCRI Inc.
2 years 2 months

Assistant to the Director
July 2024 - Present (7 months)
Islāmābād, Pakistan

Assistant Director – Managing Portfolio of 19 Leading UAE Banks

Managing a portfolio of 19 top UAE banks, including RAKBANK, Mashreq Bank, CBI, Deem Finance, EIB, ENBD, and ADCB.

Overseeing agency performance, handling performance letters, and executing bank-side allocations.

Coordinating key bank feedback processes, invoices, and Certificates of Compliance (COCs).

Leading a team of 20 collectors by:

Distributing and managing allocations based on collector levels.

Streamlining payment files, invoices, and other financial documents.

Supervising team operations and floor management to ensure high efficiency.

Senior Data Entry Specialist
December 2022 - July 2024 (1 year 8 months)
Islāmābād, Pakistan

• Experienced Data Entry Specialist at NCRI Inc. with a proven track record of driving efficiency and accuracy in data management.
• Excel in maintaining precise and organized data entry processes, ensuring data integrity and streamlined operations.
• Expertise in data management systems, leveraging a keen eye for detail to deliver high-quality results consistently.
• Strong commitment to meeting tight deadlines while maintaining a high level of accuracy.
• Key contributor to the seamless flow of information, enabling decision-making and contributing to the overall success of the organization.
• Worked on UAE top banks such as ADCB, RAK, EIB, EIB, Mashreq, and ADCB, managing bank allocations.
• Experienced in training new employees, ensuring they are proficient in banks' CRM and DECOR systems.
• Skilled in skip tracing and assisting team members in achieving their targets.

Global Link Education
Dynamic Digital Marketing Specialist Driving Results at Global Link Education
April 2022 - October 2022 (7 months)

• Dynamic Digital Marketing Specialist at Global Link Education, dedicated to driving exceptional results
through strategic and innovative campaigns.
• Leverage cutting-edge techniques and industry best practices to maximize brand visibility and engage
target audiences.
• Deep understanding of the ever-evolving digital landscape to generate measurable growth.

• Develop comprehensive social media strategies that enhance brand presence and audience
engagement.
• Optimize search engine rankings to increase online visibility and attract relevant traffic.
• Employ a data-driven approach to continuously refine and enhance campaign performance.
• Stay abreast of the latest trends and technologies to ensure Global Link Education remains at the
forefront of digital marketing.
• Deliver impactful and memorable experiences for customers, focusing on driving conversions and
achieving measurable ROI.
• Committed to elevating Global Link Education's online presence and contributing to its continued
success in the digital realm.

Social Media Marketing
Photographer
January 2020 - May 2022 (2 years 5 months)
Pakistan

Fiverr
2 years 1 month

Search Engine Optimization Specialist
February 2021 - April 2022 (1 year 3 months)

Google ads Facebook ads
March 2021 - February 2022 (1 year)

Amazon Virtual Assistant
March 2021 - January 2022 (11 months)

Shopify store development
April 2020 - July 2021 (1 year 4 months)

Prime BPO
Call Center Representative
March 2021 - May 2021 (3 months)

Education

Army Public School - (APSACS) Murree

Intermidiate, Computer Science · (2018 - 2020)

COMSATS University Islamabad

BS Physics, Physics · (2022 - 2022)