

Khalid Khan (Immediately available)

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Visa Status: Transferable Visit Visa Valid till 16th February 2020

Nationality: Pakistani

Date of Birth: 01/04/1987

M.Status: Single



OBJECTIVE

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

SKILLS & ATTRIBUTES

- Excellent interpersonal skill demonstrated in the ability to effectively serve the customers and develops strong relationships with staff.
 - Expert knowledge of the selling process and effective sales techniques.
 - Professional and confident with excellent diplomacy and negotiation and persuasion skills
 - Deal with stressful situations in a calm and professional manner.
 - Strong planning, organizing, and motivating abilities & efficient time
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WORK EXPERIENCE

10/2017 - 12/2019

Operations Clerk, Swabi Eggs Commission Agent Bamkhel, Pakistan

Responsibilities:

- Supervising different department of Sales, Operations, Purchase and Accounts and assigned task to employees on daily basis.
- Hired the best fit candidate for the vacant role and provide them the theoretical and practical training.
- Maintain the stock and forward the report on daily basis to the Owner.
- Implementing qualitative, measurable KPIs in order to hit present targets.
- Maintain the petty cash and did payroll for office employee.
- Provided the best advanced customer support.
- Plan the delivery schedule to ensure timely delivery.

03/2014 – 07/2017

Archive Clerk, MECRC, Jabel Ali Dubai, UAE

Responsibilities:

- Manage upset customers, conflicts and challenging situations
- Deliver outstanding service, exceed expectations and build long-term loyalty
- Work in teams and in a self-directed environment
- Organize workflow to meet customer deadlines.
- Understand and appropriately use the company pricing system and policies.
- Review estimates and invoices for accuracy.
- Process customer orders in a courteous, efficient and timely manner.
- Safe keeping and releasing documents.
- Process transactions timely and accurately.
- Process debit/credit cards transactions.
- Ensure posting of outbound deliveries using pre-designated software

08/2012 – 07/2013

Coordinator, DEEP BLUE SEA FISHING CHARTER, Jumeirah, Dubai, UAE

Responsibilities:

- Greet Customers when entering or leaving establishments
- Resolve customers complaints guide them and provide relevant information
- Process cash and credit invoices
- Making new customers for Business, maintain good relation with customers
- Distributes Brochure, Cards in Hotels and companies for ours Business Expansion
- Maintain clean and tidy checkout areas
- Handle cash transactions with customer using accounting software

03/2011 – 06/2012

Accounts Assistant, SWABI EGGS TRADERS, Pakistan

Responsibilities:

- Prepare and verify invoices; maintain inventory and prepare periodical reports;
- Ensure accuracy in bookkeeping; and other jobs assigned with various time.
- Prepare Monthly Stock and Sales Reports.

06/2010 – 07/2010

Internship, Askari Commercial Bank Peshawar Pakistan

Responsibilities:

- I have done six week internship in Askari Bank and worked there in different department.
- Deposit, Foreign Trade, Accounts, Credit & Clearing Department

EDUCATION

Bachelor in Business Administration (Hons),
Preston University, Kohat, Pakistan Grade A,

2007 - 2011

Higher Secondary School Certificate,
Qurtuba College, Peshawar, Pakistan Grade A,

2003 - 2005

Secondary School Certificate
Islamia English model Baja Bamkhel Swabi Grade A,

1994 - 2003

COMPUTER SKILLS

Proficient with the use of Windows operating system, Microsoft Word, Excel, PowerPoint, Outlook, Access, Troubleshooting Internet & Browsing, Software Installation.

ACCOUNTING SKILLS

Quick Book, Tally, Sage, Depot, E Mirsal 2, Sea Export Manifest

LANGUAGES

- **English** –Fluent
- **Urdu/Hindi**– Fluent
- **Arabic**–Medium