

# ALTAF KHAN

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Visa Status: Visit Visa Visa Expiry: September 23, 2023



## CORE COMPETENCIES



Customer Service

Social Intelligence

Stress tolerance

Petty Cash Management

Relationship-Building

Upselling and cross selling

Conflict Resolution



## SOFT SKILLS

- Communicator
- Team Spirit
- Detail-Oriented and Reliable
- Multi-Tasking
- Sound Decision-Making Skills
- Time Management
- Analytical and Problem-Solving
- Adaptive
- Honest
- Compliance
- Planning and Organizing

## ACHIEVEMENTS & AWARDS

- Best distribution award from my organization and get double salary and 15 days tour to Naran.
- Got a position in my research project for **Apple** (Technology company).



## PROFILE SUMMARY

- Experienced Accounts & Admin Manager/Distribution Manager with 4 years of progressive experience in the field of Accounting, finance.
- Highly Experienced in accounting and Financial management.
- Proficient in stress management and social intelligence.



## TECHNICAL SKILLS

- MS Word
- MS PowerPoint
- Sales Marketing
- Digital Marketing (Meta Marketing, Insta, Google, etc.)
- MS Excel



## EDUCATION

### 2018-2020

M.Com University of Peshawar, Pakistan.

### 2016-2018

B. Com Govt Commerce College Dir upper Peshawar, Pakistan.



## WORK EXPERIENCE

### July 2018 – November 2020

#### Accountant

**Mega Tower Peshawar-Pakistan.**

#### Key Responsibilities:

- Effectively handled all aspects of property management on a day-to-day basis, ensuring smooth functioning.4. Skilled in property maintenance, vendor coordination, and repairs oversight.
- Supervised maintenance tasks and repairs to maintain properties in top condition and enhance their value.
- Collaborated with external service providers to efficiently address property needs and enhance service quality.
- Took proactive measures to guarantee properties were well-cared for and met high standards.
- Conducted regular inspections to identify and promptly resolve any potential problems or concerns.
- Responded promptly and professionally to tenant inquiries and issues, maintaining positive relationships.
- Managed lease agreements, documentation, and tenant onboarding processes.
- Supported marketing strategies and leasing activities to attract potential tenants or buyers.



## WORK EXPERIENCE

December 2020–November 2022

Distribution Manager

**Al Baraka Enterprises -Pakistan.**

### Key Responsibilities:

- Successfully managed supply chain and distribution operations to ensure timely delivery of products in the food and beverage industry.
- Optimized inventory levels and implemented cost-saving strategies, resulting in increased efficiency and reduced holding costs.
- Coordinated transportation logistics and negotiated contracts with carriers, resulting in streamlined delivery processes.
- Led a team of distribution staff, providing guidance and support to achieve operational objectives.
- Implemented quality control measures to maintain product integrity and compliance with industry standards.

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## PERSONAL DETAILS

Date of Birth: 05/03/1997

Nationality: Pakistani

Marital Status: Single

Languages: English (fluent); Hindi (fluent); Urdu (native)

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## Reference

Will be furnished upon request/demand.