

Muhammad Nazim Khan

(+92) 304-5391720 | nazimk1018@gmail.com



Objectives:

Seeking an opportunity in a prestigious organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

Appointments / Career Track:

Executive-Retail Sales, Attock Petroleum Limited. (February 20, 2017 to Present):

- Handle Capital Reinjection/Remodeling Cases, including but not limited to preparation of Feasibilities, Offer Letters, Planning and execution of Remodeling Cases.
- Execution of Lease Renewal including preparation of Lease/Addendum Deed Drafts
- Handle Change of Dealership Cases
- Correspondence with Retail Outlets
- Prepare Dealership Letters & NOC's
- Monitoring & Evaluation (Rectification/Implementation) of SOPs
- Recovered OGRA Penalties & CNG outstanding/receivables.
- Coordination with Allied Departments
- Familiar with PLC of commissioning new outlets NTIs etc. etc.

Skills:

- o Organization and time management skills
- o Market cycle planning
- o Budget control, tracking and analysis
- o Data collection/database establishment
- o Communication
- o Negotiation
- o MS Office

Academic Qualifications:

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| ▪ M.B.A (Human Resource Management) – Foundation University Rawalpindi | 2014 |
| ▪ BBA (Honors) – Muhammad Ali Jinnah University Islamabad | 2012 |
| ▪ I.Com – Rawalpindi College of Commerce Murree Road, Saddar, Rawalpindi. | 2007 |
| ▪ Matriculation (Science) – Ideal secondary school Morgah Rawalpindi | 2005 |

Personal Resume:

<u>Name</u>	Muhammad Nazim Khan
<u>Date/Place of Birth</u>	October 18, 1989, Rawalpindi.
<u>Marital Status</u>	Married
<u>Current Appointment</u>	Executive (Retail Sales), Attock Petroleum Limited.
<u>Address</u>	Janjua Street, Opposite Police Station, Newabadi Morgah, Rawalpindi
<u>Contact Numbers</u>	Cell # +92304-5391720
<u>E- Mail</u>	nazimk1018@gmail.com

Reference: Will be furnished upon demand.