



# FIROZ KHAN

Sales - Marketing - Operations

Hello, I'm Firoz

9 years of skilled excellency in Customer service, Marketing & Operations in Industries of Hospitality Aviation, Automotive & Events, dedicated to bettering the client experience with reliable industry knowledge. My passionable work ethics turned my career as a successful journey.

## CONTACT



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## SKILLS

### Professional

- Corporate event organizing
- Marketing management
- Customer service
- Sales promotions
- Time management
- Hospitality behave
- Team player
- Leadership skills
- Creative mindset
- Multy tasker
- Hard working
- Energetic
- Confident

### Technical

Ms excel	<div></div>
Adobe premier	<div></div>
Photoshop	<div></div>
Social media	<div></div>
SEO	<div></div>

NATIONALITY - INDIAN  
MARITAL STATUS - MARRIED  
VISA STATUS - VISIT  
PLACE - DUBAI

## EXPERIENCE

○	OPERATION ADMIN	DP WORLD -SECURITY I DUBAI	
	2020 - 2022	Provides administrative support to ensure efficient operation of office. answers phone calls, schedules meetings and supports visitors. supply the labours and schedule time for duty as per demand from technical side,carries out admin duties such as filing, typing, copying, binding, scanning, exhibits polite and professional communication via phone, e-mail, and mail supports team by perform tasks related to organization and strong communication,develops administrative staff by providing information,growth opportunities.	
○	SALES & MARKETING	SMART GATE BUISNESS SERVICE I DUBAI	
	2019 - 2020	Contributes information, ideas, and research to help develop marketing strategies, work as a public relation officer also regular contact with government entites, always Keep updated about rules and regulations, related helps to design and implement marketing plans for each service being offered develops sales strategies and approaches for various products and services ordinate with special promotions, sponsored events, digital marketing, seo etc. maintains excellent relationships with clients through superior customer service Tracks sales data and works to meet quotas or sales team goals	
○	TEAM SUPERVISOR	INDUS MOTORS CO . (P) LTD I TRIVANDRUM	2018 - 2019
○	EVENT MANAGER	EVOKE EVENTS AND MEDIA I TRIVANDRUM	2014 - 2017
○	SALES COSULTANT	HERCULES AUTOMOBILES I TRIVANDRUM	2013 - 2014
○	GROUND SERVICE	TRIVANDRUM INTL AIRPORT I TRIVANDRUM	2012 - 2013

## EDUCATION

○	<u>BACHELORS IN LAW</u>	Dr. Ambedkar global law institute I Thirupathi
○	<u>DIPLOMA IN AIRPORT HANDLING AND CUSTOMER FACILITATION</u>	Kerala University I Trivandrum kerala institute of tourism and trael studies

## PROJECTS HANDLED

○	GUEST RELATION	- INTERNATIONAL FILIM FESTIVEL OF KERALA	- 2011 - 2014
○	COORDINATOR	- ASICON 2012 EXECUTIVE EVENTS - KERALA	- 2012
○	ORGANIZER	- SOCIAL MEDIA CAMPAIGN (INNOVATIONS IN WORK CULTURE)	- 2021

## CERTIFICATIONS

MEDICAL TERMINOLOGY	- MOHD BIN RASHID UNIVERSITY / DUBAI	- 2022
C-LINE COMMUNICATION	- MOHD BIN RASHID UNIVERSITY / DUBAI	- 2022
FIGHT COVID-19 PANDEMIC	- MOHD BIN RASHID UNIVERSITY / DUBAI	- 2022

INTERESTS