

Ghufran Khan

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SUMMARY

Results-driven individual with nearly 9 years of experience, specializing in sales and lead generation. Proficient in analyzing equipment reports, setting appointments, and maintaining a pipeline of qualified, prospective clients. Skilled in addressing and resolving customer complaints efficiently within established guidelines.

EXPERIENCE

Business Development Associate

Dazo Live Pvt Ltd

July 2022 - December 2023, Delhi, India

- Responsible for cold calling, and setting up appointments, and meetings with the sales managers for lead generation.
- Contacted potential customers via outbound telephone calls and cold calling for the purpose of selling VoIP products and services.
- Maintained a pipeline of qualified, prospective clients, follow up with clients. Keep a track of potential customers and their requirements.
- Addressed all complaints of the customers and make sure that they are resolved in time and within the guidelines given.

Parts Sales and Service Representative

Saleh & Abdulaziz Abahsain company

June 2020 - June 2022, Al Khobar, Saudi Arabia

- Analyzed equipment report to identify and review the equipment's with high opportunity, review their input and work with Business Data Analyst on the required actions to verify and clean the data.
- Generated reports on that will provide granular details on the Opportunity based on different aspect (Commodity, Customer verticals, Machine models).
- Worked with business analyst to identify data improvement initiatives such as reviewing customer segmentation, asset population.
- Validated the sales figures with other dashboards and analyzed any discrepancies and provide the action plan to address them.

Service Coordinatoor

Saleh & Abdulaziz Abahsain company

January 2015 - May 2020, Al Khobar, Saudi Arabia

- Promoted the products, services and other solutions of the organization.
- Provided informational material about products or services.
- Calculated quotations of products or services.
- Arranged compensations or reimbursements.

EDUCATION

Master of Business Administration

Jaipur National University • 2015-2017

Bachelor of Commerce

Chatrapati Sahu Ji Maharaj University • 2010-2013

Bachelor of Science in Hotel Management Catering Tourism Technology

SAMS IHM • 2010-2013

SKILLS

Soft Skills: Communication, Presentation, Public Speaking, Leadership, Accountability

Technical Skills: Microsoft Word, Microsoft Office, Microsoft Excel

Hard Skills: Sales, Strategic Planning, Relationship Building