



KASHIF KHAN

khankashif1987@gmail.com

+971559539811 / +971505064661

Dubai (UAE)

31 March, 1987

UAE Driving License

Marital Status: Married

As an experienced professional with expertise in vendor management, procurement, sales, account management, sourcing, B2B jobs, and customer service, my career objective is to leverage my skills and knowledge to contribute to the growth and success of a dynamic organization. With a proven track record of driving revenue growth, building strong relationships with customers and vendors, and managing complex projects, I am committed to delivering results and exceeding expectations. My goal is to utilize my expertise in procurement, sales, and account management to identify new business opportunities, optimize processes, and provide exceptional service to customers. Through my strong communication and problem-solving skills, I aim to build collaborative relationships with internal teams and external partners to drive success and growth for the organization.

WORK EXPERIENCE

Account Manager Enterprise

Emirates Integrated Telecommunications Company

12/2021 - Present

DUBAI, UAE

Du telecom

Achievements/Tasks

- Conducting market research to identify new business opportunities, monitor competitor activity, and stay up-to-date with industry trends
- Developing and implementing strategies to generate leads through targeted marketing campaigns, networking, and referrals.
- Building and maintaining strong relationships with potential clients and partners through effective communication and follow-up.
- Negotiating deals and contracts with potential clients and partners to close business opportunities and drive revenue growth.
- Developing proposals and presentations that effectively communicate the value of the organization's products or services to potential clients and partners.
- Developing sales forecasts and reporting on sales performance to inform business decisions and strategies.
- Collaborating with internal teams, such as marketing, product development, and customer service, to ensure that business opportunities are aligned with organizational goals and capabilities
- Attending industry events and conferences to build relationships, network, and stay up-to-date with industry trends and best practices.

Senior Associate Vendor Management IDFY

05/2019 - 10/2021

MUMBAI, INDIA

Achievements/Tasks

- Conducting research and sourcing potential vendors, obtaining quotes and negotiating contracts with them, and maintaining positive relationships with the vendors.
- Responsible for monitoring the performance of vendors through established governance structures, including regular financial reviews and quarterly executive meetings.
- Conduct vendor gap analysis on a recurring basis. Ensures that the correct products and services are delivered to clients in a timely manner and serves as a liaison between key customers and internal teams.
- Resolve any issues or complaints faced by clients to maintain trust and strive to generate new sales opportunities that can lead to lasting relationships.

EXPERTISE

Vendor management

Procurement

Account management

Project Management

Negotiation

Contract management

Sourcing

B2B customer service

Financial analysis

Supply chain management

Data analysis

Market research

Microsoft Office proficiency.

Finance

ORGANIZATIONS

A. A Exim (07/2017 - 05/2019)

Sales Manager

Emirates Integrated Telecommunications Company (05/2015 - 05/2017)

Executive SME Account Management

Emirates Integrated Telecommunications Company (06/2013 - 05/2015)

Business Support Coordinator

Emirates Integrated Telecommunications Company (11/2010 - 06/2013)

Sales Helpdesk Agent

G-Five International Ltd. (01/2010 - 09/2010)

Sales Representative

Vodafone Essar Ltd (05/2008 - 10/2009)

Customer Service Executive

Reliance Telecom (09/2007 - 05/2008)

Customer Service Representative

SOFT SKILLS

Negotiation skills

Team-building skills

Communication

Relationship

Adaptability

Leadership

Time management

EDUCATION

- B.A

Mumbai Hindi Vidyapeeth

2008
- Diploma (Industrial Safety)

National Institute of Labor Education & Management

2006

HONOR AWARDS

- Appreciation certificate for outstanding performance (2011)

GITEX
- Star of the Month - 2013

Name of the institution that issued/awarded it
- Certificate of Appreciation and Spot Award (2014)

Name of the institution that issued/awarded it
- Winner of Champions League (10/2022)

Best performance in department

LANGUAGES

- English

Full Professional Proficiency
- Marathi

Full Professional Proficiency
- Urdu

Full Professional Proficiency
- Hindi

Full Professional Proficiency

ACHIEVEMENTS

- Successfully managed vendor relationships to ensure timely delivery of products and services while maintaining cost-effectiveness, resulting in increased customer satisfaction and retention.
- Implemented effective procurement strategies that resulted in significant cost savings for the organization, improving profit margins and strengthening the bottom line.
- Consistently achieved sales targets by developing and executing sales strategies, building strong relationships with clients, and delivering exceptional customer service.
- Developed and managed key accounts, resulting in increased sales revenue, improved customer satisfaction, and enhanced brand loyalty.
- Successfully sourced new suppliers and negotiated contracts that resulted in improved product quality and reduced costs, contributing to increased profitability
- Demonstrated strong B2B job skills by collaborating with internal teams and external stakeholders to identify and develop new business opportunities, resulting in increased revenue and market share.
- Proactively identified and resolved customer service issues, resulting in improved customer satisfaction and retention rates.
- Developed and delivered training programs for new employees, resulting in improved team performance and increased productivity.
- Successfully managed budgets and financial reports, resulting in improved financial performance and increased profitability
- Continuously demonstrated a strong work ethic, positive attitude, and exceptional problem-solving skills, contributing to a positive and productive work environment.