Sami Khan

Contact

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Al Taawun, Sharjah UAE

About Me

Business Management graduate with strong organizational skills and a calm, adaptable approach. Brings a special focus on customer service and finance, with a natural affinity for technology to enhance daily operations. Enjoys working in diverse, team-oriented environments.

Skills

- Microsoft Office for documentation and data analysis.
- Microsoft Office Tools such as Word, Excel, PowerPoint.
- Graphic design using Adobe Photoshop.
- Migration support from QuickBooks (accounting software) to Sage X3 (Enterprise Resource Planning).
- Canva and Figma.

Education

Business Management Graduate; Grade: 2.90
Virtual University of Pakistan, Islamabad   Completed 2025

Majors: SME Management, Financial Accounting, Business Finance, e- Commerce, Strategic Management, Total Quality Management.

Intermediate in Commerce
Pakistan Education Academy, Dubai, UAE   Completed 2017

Focus areas: Ledger management, Accounts Receivable and Payables, and Ledger handling.

Experience

Muddle Me Company (B2B),Dubai, UAE (Ex Chabowski Trading)
A brand promotion company for hospitality and leisure products   Aug 2016 –Oct 2016

Internship position: Business Operations Support

Support in areas of Marketing, Product pricing, & Inventory management.
Incorporate Microsoft tools for meeting business needs.

Cheeky Monkey, Dubai,UAE
An Edutainment Company   Dec 2016 – Dec 2016

Internship position: Business Operations Support

Supported the Finance Department in the digitalization project.

Certificates

Coursera, CA, USA (www.coursera.org)
Several courses completed including:

Foundations of Digital Marketing and E-commerce

2024 – Completed the course that included SEO, Google Tools, Search Engine and using Digital Marketing in an enterprise

Google Analytics Professional
2024 - Completed that included data analysis and tools such as SQL, Tableau

Reference

Available on Request

Google Ads
2024 – Completed that included using marketing campaigns and make them profitable

Diploma in Graphics Design; Al Bahith Computer Training, Dubai, UAE
Completed 2016

Basic Graphic Design
Product presentation and designing of brochures and pamphlets
Web development skills with HTML & FIGMA (web design tool)

IELTS (via British Council), Dubai, UAE
Completed 2015

Completed IETLS Course with high score

Hobbies

- Sports, photography, playing occasionally competitive e-games