

Talha Ahmed Khan

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Seasoned Operations & Marketing Professional with Experience of Scaling a Bootstrapped Startup to Pakistan's No.1

WORK EXPERIENCE

Operations & Marketing Coordinator at HR WAYS (April 2020 – Sep 2023)

(HR Ways is Pakistan's Premier Technology Recruitment Firm with more than 250+ Clientele on board. Other than Recruitment, HR Ways is actively engaged in community engagement activities)

Responsibilities:

Manage HR Ways Operations for Internal working which include:

- **Employee Management:** Managed employee appraisals designed employee descriptions and worked with management on driven development plans
- **Departments Coordination:** Managed complete coordination between departments & essential tools such as software & hardware necessities of company to ensure seamless operations
- **Company's Exhibitions & Events:** Singlehandedly organized company's national & International representation in Events such as ITCN Asia, Momentum Tech, FutureFest 2022 & Gitex| outreach and event management of the company with different organizations
- **Collaborations & Outreach:** Met with people on behalf of HR Ways. Worked on Industry Academia Partnerships
- **Petty Cash Management:** Responsible for spending Petty cash of organization on employee activities such as Birthday celebrations, company's dinners & travel plans, company's expansion plans (Including setting up 2 company offices at Shahra E Faisal) & managing vast inventory of Laptops, Gadgets and other assets.
- **Trained and mentored** staff to ensure consistency in all areas
- **IMS Updates & Compliance:** Maintained and encouraged staff to maintain daily updates of company on Information Management systems such as Trello, including reports, custom dashboard building and data analysis
- **Vendor Onboarding & Approval:** Oversaw vendor onboarding & finalization processes for company's IT processes such as website & product development, change management, data security & process implantation for new plans
- **Product Development:** Among Founding members of company's new Product REMIRE which is acquired by a multi-national group
- **Overseeing Internal Processes:** Part of pitch & demos for company's international scaling plans, client meetings. Oversaw Key accounts person in their meeting schedule to ensure timely followup & delivery of client needs

Entrepreneurial Ventures (March 2021 – May 2023)

Had my shares of successful & failed entrepreneurial ventures which include:

- **Event Management Company:** Arranging personal & corporate events for Corporates & Individuals. I still earn income through investment from it.
- **Event Technologist:** Corporate Event Management Company

SKILLSET

Negotiations and Interpersonal Skills Strategy & Brand Content PR & Partnerships Conferences and Sponsorships Social Media Management Business Communication

EDUCATION:

MBA'21 – Marketing from **Institute of Business Administration (IoBM)** – GPA: 3.05