

Imran Ullah Khan

Mobile # +971505230192

Email: imneconomist@gmail.com

Address: Dubai, UAE

Visit Visa from 4th Feb to 5th April 2024

Immediately available



About me

I have overall seven years' experience in different organization in different capacities. I worked as an administrator at two different higher educational institute. My work was to perform administrative tasks in college to ensure that the educational institute runs smoothly. I have learned the skills of capable planner, conflict management and clerical functions. In addition, I have worked as a sales consultant for seven months for EFU Life insurance Ltd at Allied bank limited Peshawar, Pakistan. I was in charge of selling insurance policies and acting as intermediaries between Allied Bank limited customers and EFU life insurance limited. Most recently, I worked as a business development executive for real estate S2S marketing AH group of companies.

I would like to secure a position as a **Cashier** where I would be able to utilize my skill set in administration, clerical, data entry, communication and interpersonal skills and providing exceptional customer services.

Academic Qualifications **Master of Science in Economics** **2013 -2016**
University of Peshawar, Pakistan.
<http://www.uop.edu.pk/>



Bachelor of Arts Economics **2011-2013**
Qurtuba University of Science and Information Technology
Peshawar, Pakistan
<https://www.qurtuba.edu.pk/>



Diploma **Diploma in information technology (DIT)** **2013**
Khyber Pakhtunkhwa Board of Technical and Commerce education
Peshawar, Pakistan.
<https://www.kpbte.edu.pk/>

Work History

Business Development Executive

S2S Marketing Peshawar, Pakistan **Jan 2023 - July 2023**
Responsibilities: I was responsible for

- Attracting new clients by innovating and overseeing the sales process for the business
- Communicating with clients to understand their needs and offer solutions to their problems
- Creating positive, long-lasting relationships with current and potential clients
- Maintaining client activities in CRM
- Ensuring excellent customer service through regular client follow up

Administrator

NASA Islamic School and College Hangu Pakistan **Sep 2020 - Dec 2022**
Responsibilities: I was responsible for

- Management of Examination activities
- Develop and run educational programs
- Supervision / preparation process of results
- Manage budgets, events and meetings
- Handle scheduling, record-keeping and reporting

Sales Consultants

EFU Life Insurance Limited Peshawar Pakistan Oct 2019 to July 2020
Responsibilities: I was responsible,
• Provided value and advice to help customers succeed financially and achieve deep lifetime relationships.
• Helped customers identify services/products that best suited their needs
• Answered customer inquiries regarding coverage levels and information
• Established and maintained key relationships with the customers of Allied bank limited to offer insurance policies to achieve target

Administrator

**Wisdom Institute of Science and Technology Hangu Pakistan from
From Aug 2016 to Sep 2019**
Responsibilities: I was responsible
• Handle student queries regarding the school and its various programs and activities
• Manage student enrolment requests
• Communicate student issues/requests to relevant faculty
• To ensure that children and young people play a meaningful and active role in learning

Key Skills

Skill gained through experience at work
• Good communication and interpersonal skills
• Excellent presentation skills
• Ability to work as leader cum individually or in a team
• Business communication skills
• Time management and organizational skills
• Analytical skills
• High organization skills and efficiency

Languages

English	Full Professional Proficiency
Urdu	Native / Bilingual Proficiency
Pashto	Native / Bilingual Proficiency.
Hindi	Speaking Working Proficiency
Punjabi	Elementary Proficiency

Computer Skills

Computer and software support programs e.g. MS Office package such MS Word, MS Excel, MS PowerPoint and SPSS & Eviews

Personal Information

FATHER’S NAME Muhammad Zia ullah khan
Gender Male
Unmarried
Nationality **Pakistani**
Date of birth 19/10/1990
Passport # FF4142872
Passport expiry date 04/12/2032

Declaration:

I hereby declare that all information provided by me in this resume is factual and correct to the best of my knowledge and belief.