

Imran Ullah Khan

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Email: [imneconomist@gmail.com](mailto:imneconomist@gmail.com)  
Address: Bur Dubai, UAE  
Visit Visa from 4<sup>th</sup> Feb to 5<sup>th</sup> 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 **Stocker cum Cashier** where I would be able to utilize my skill set in administration, clerical, Filing and organizing documents, 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 interpersonal, communication, and leadership skills  
• Excellent presentation skills  
• Well organized and able to multitask  
• Business communication skills  
• Time management and organizational skills  
• Excellent problem-solving skills and Strong customer service skill  
• Analytical skills

Languages

<b>English</b>	Full Professional Proficiency
<b>Urdu</b>	Native / Bilingual Proficiency
<b>Pashto</b>	Native / Bilingual Proficiency.
<b>Hindi</b>	Speaking Working Proficiency
<b>Punjabi</b>	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.