

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 an **Office Clerk** 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.