

## Imran Ullah Khan

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Address: 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 **Remittance 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

<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.