



Ismail Khan

Villa # 40,
Nasseriya, Sharjah,
United Arab Emirates
Mobile No. +971 55 580 5181
ismail21k@gmail.com

About

Excellent organizational and administrative skills with experience in Indoor sales; Purchasing, Dealing with customers and suppliers, high level workloads within strict deadlines.

Key Skills

- Administration
- MS Office Applications Proficiency
- Customer Service
- Sales Coordinator
- UAE Driving License
- Systematic and Efficient
- Purchasing
- Working within strict deadlines
- Fluent in English

Academic Qualification

Board of Higher Secondary Education Certificate 1997

Technical Qualification Education

Diploma in Physiotherapy Distinction Level 1999

Diploma in Computer Applications PGDCA 2001

Diploma (2 years) in Dental Technology Ceramic & Acrylic 2005

Professional Experience and Significant Achievements

Multi-tasking Freelance (UAE & India) 16/May/21 – Present

- Project assistance (Restaurant, Café, Beauty Lounge).
- Back to Back Sales

Admin cum Warehouse In-Charge (Dental Division) 06/Nov/05 – 15/May/21 Al Mazroui Medical & Chemical Supplies, U.A.E.

Dealer of medical and chemical supplies for medical, dental, laboratory, education and pharmacy, covering all private and governmental clinics, hospitals, universities, etc. within U.A.E., Oman and Qatar.

- Handles weekly and monthly reports for manager's review.
- Handles meeting minutes every departmental meeting.

- Attends major and international events participated by the company.
- Coordinates with the suppliers regarding purchase orders.
- Provides customer service and correspondence.
- Coordinates with the sales persons / sales executives.
- Handles quotations/tenders for private and governmental customers.
- Attending the phone calls.
- Handles Warehouse (complete tasks and responsibilities).
- Inventory control.
- Stock taking and maintaining the stock.
- Handles walk in customers.
- Following up for the pending issues.

Dental Lab Technician

06/Apr/04 – 30/Sep/05

Dental Shade Dental Lab, India

Dental Lab for complete Orthodontics and Prosthetics fabrications.

- Preparing partial and complete Acrylic dentures.
- Hot cure and cold cure prosthesis.
- Pouring the denture casts.
- Casting of precious and non-precious metal.
- Preparing Dentures with Orthodontic appliances.
- Wax carving for missing tooth of the patient impression.
- Grinding and polishing of metal crowns.
- Preparing Ceramic units.
- Firing of Ceramic units.

Sales Representative

02/July/02 – 10/Jan/04

Tata Teleservices, India

One of the largest Teleservices providers in India.

- Marketing and Advertising.
- Convincing the clients to activate the new connections.
- Migrating clients from different local services to Tata services.
- Customer service support.
- Tele collects the unpaid subscribers, reminding them of their unpaid bills.
- Installation and Demonstration of Landline devices.
- Assisting and Training newcomers.

General Assistant

25 /July/00 – 06/May/02

Daulat Traders, India

Readymade garments dealer.

- Depositing Cheques against the clients.
- Registration and Renewals of the Trade Licenses.
- Registration of the company vehicles.
- Arranging salaries for the employees.
- Organizing part and clearance sale.
- Assisting in purchasing the goods.
- Preparing reports on weekly basis.

References will be provided up on request.