

# Adil Ahmed Khan



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Date of Birth: 04 September 1984

Marital Status: Married

## Objective

Seeking a challenging career in a dynamic environment where my passion and skills coupled with my experience for a meaningful contribution in overall progress of the organization.

## Professional Experience:

### 1. Sales Executive | HEALTH BERRY PHARMACEUTICALS | 2022 to

#### PRESENT. RESPONSIBILITIES INCLUDE:-

- Organizing sales visits
- Maintaining accurate records
- Maintain excellent work relationship with existing dealers in designated area.

### 2. SALES EXECUTIVE | PACIFIC PHARMA | 2021 TO

#### 2022. RESPONSIBILITIES INCLUDE:-

- Maintain excellent work relationship with existing dealers in designated area.
- Ensure excellent working relationship with dealers in the designated area and resolve their issues within 48 hours.

### 3. TERRITORY MANAGER | WERRICK PHARMACEUTICAL | 2017 TO

#### 2021. RESPONSIBILITIES INCLUDE:-

- Sells products by establishing contact and developing relationships with prospects.
- Maintains relationships with clients by providing support, information, and guidance.
- Organizing sales visits.
- Demonstrating/presenting products.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts.

### 4. BUSINESS DEVELOPMENT OFFICER | LIBERTY BOOKS | 2013 to 2016.

#### RESPONSIBILITIES INCLUDE:-

- Creation of Idea & Projection and affiliations for corporate clients and NGO Program.
- To lead on, coordinate and develop all community relations offerings.
- Direct involve in all correspondence with the clients and their management.
- Lead all the international program with the coordination of international team of Coded-Minds.
- Looking after all the events and planning for corporate companies.
- To keep the CSR strategy with the sponsorship programs and pitch to clients under review and adapt as appropriate to stay aligned with business objectives.
- Make the strong connections with HNI and Government body for the development of education.

## 5. STOCK DATA OPERATOR (UK LONDON) | TESCO WARE HOUSE | 2011 to

### 2012. RESPONSIBILITIES INCLUDE:-

- Meeting with customers – **Public Relations**
- Maintain Targets for individuals setting goals & objectives according to customer requirements.
- Assist all customers with their needs effectively.
- Analyze / evaluate sales trend and statistics that helps designed customize product for the customers.

## 6. ASSISTANT MANAGER | AKS JEWELLERS PAKISTAN | 2010 to

### 2011. RESPONSIBILITIES INCLUDE:-

- Create reports outlining training needs with suggestions and implications like operations and budget changes.
- Determine training programs effectiveness and suggest improvements.
- Develop project plan and conduct cost/benefit analysis to suggest on area management.
- With KP and HR departments to confirm policy and procedural consistency.

## 7. TEAM LEADER | 14<sup>TH</sup> STREET PIZZA | 2009 to

### 2010. RESPONSIBILITIES INCLUDE:-

- To keep the CSR strategy with the sponsorship programs and pitch to clients under review and adapt as appropriate to stay aligned with business objectives.
- To manage communications with the organizational relations activities.

### KEY SKILLS AND COMPETENCE

Sales, Web Analysis, Database Structure, Analysis, Evaluation, Tabulation of Survey forms, Negotiations, Crisis Management, Capability to lead teams and coordination, Awareness of industry & market trends, office and vendor management, sound knowledge of digital equipment's, internet, digital

### Academics

**B.Com (Private) University of Karachi 2006 – 2008**

- MS Office and Windows operating systems
- Networking

### Recommendations:

Can be furnished upon request