

NAUMAN KHAN

Deputy Manager



CONTACT

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HOBBIES

Basketball
Cricket

EDUCATION

MBA, INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR
2015

BBA HONORS, AGRICULTURAL UNIVERSITY , Peshawar
2012

WORK EXPERIENCE

DM KPK, LEOPARDS COURIER SERVICE

October 2019–Present

- Responsible for developing and maintaining commercially productive relationships with both new and old clients.
- In charge of identifying every sales lead and of making the most out of every opportunity to increase revenue and profitability.
- Promote the company brand to key buyers, ensuring their knowledge is current and appropriate.
- Generating new business both in face to face meetings and over the phone.
- Replying to all customer enquiries in a timely and accurate manner.
- Writing up sales reports, recovery reports, activity reports and revenue forecasts.
- Completing all documentation and administrative records, fully and accurately.
- Ensuring high standards are constantly maintained in every field

RELATIONSHIP ASSOCIATE, MCB ISLAMIC BANK

July 2016–Jan 2019

- A positive portfolio with a number of new customers
- Played a central role in setting up the new Islamic branch in swat at two different locations
- Helped in achieving immense growth last year with number reaching 140 million from 37 million
- Worked with Adamjee takaful and execute cases with achievement

BDM, OCS COURIER SERVICES SWAT.

May 2015-June 2016

- In charge of identifying every sales lead and of making the most out of every opportunity to increase revenue and profitability.
- Promote the company brand to key buyers, ensuring their knowledge is current and appropriate.
- Generating new business both in face to face meetings and over the phone.
- Replying to all customer enquiries in a timely and accurate manner.
- Writing up sales reports, recovery reports, activity reports and revenue forecasts.
- Completing all documentation and administrative records, fully and accurately.
- Ensuring high standards are constantly maintained in every field

CARGO ASSISTANT, ROYAL AIRPORT SERVICES

June 2014–May 2015

- Ensuring smooth handling of cargo / Ramp Operations utilizing the resources provided effectively
- Tasks include documentation, customer service, acceptance, delivery, equipment operation and transport
- Dangerous Goods Regulation (DGR) IATA Certified
- Handling cargo of 6 Major Airlines (Emirates, Etihad, Saudi Airline, Air Arabia, Qatar Airways, Gulf Air)

SKILLS

Business Development (Managed ground operations cargo operations and meeting monthly revenue target of about six million)

Key Accounts Management (Managed 100+ key accounts 6 major international airlines with growth of 10% versus last year and execution of 98% same day cargo)

Team Management (Managed 50 contractual employees along with 10 permanent employees with respect to day to day operations)

Supply-Chain Management (Successfully managed inventory in excess of about two million Rs on a monthly basis)

Sales Support Operations

Customer Relations

Planning and Forecasting

CERTIFICATIONS

Fundamentals of Islamic banking operations (National Institute of Banking and finance) (21-25 NOV 2016)

Anti-Money Laundering certificate from MCB

Small and Medium Enterprise Department Certificate, MCB

VOLUNTEER WORK

Worked as a supervisor during the flood crisis in Pakistan (July 2010 till February 2011) utilizing about Four million Rupees in the affected areas

Utilized the funds received by buying construction material for the affectees and getting it transported to the affected areas.

Visited flood affected areas for the purpose of identifying genuine flood affectees in need of help.

Overseeing the construction of houses and making sure the construction was completed on time and within given budget

Provide weekly and monthly reports on the construction progress along with details of affectees

Distributed wheel chairs among disabled persons, hand pumps installed for clean drinking water and supplied medical equipment in some Basic Health Units in District Swat

