



Muhammad Ismail Khan

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ABOUT ME

Motivated and highly driven Business Graduate with a solid foundation in business principles, strategic planning, and problem-solving. Possessing excellent analytical skills and a strong business acumen, I am committed to applying my knowledge and expertise to drive organizational growth and success. With a track record of academic excellence and a passion for continuous learning, I am eager to contribute my skills and make a positive impact in a dynamic business environment.

WORK EXPERIENCE

Team Leader

Xtreme Marketing [01/09/2023 – Current]

City: Peshawar | Country: Pakistan

My main activities and responsibilities as team leader at Xtreme Marketing are

- Client acquisition and lead generation
- Property presentation and showcasing
- Negotiation of terms and contracts
- Market analysis and trend monitoring
- Client relationship management and customer service
- Documentation and legal compliance
- Collaboration with other departments
- Setting and achieving sales targets
- Continuous learning and skill improvement
- Feedback collection and process improvement
- Market expansion strategies

Senior sales assistant

Ajmal Mall & Residency [06/03/2023 – 31/08/2023]

City: Peshawar | Country: Pakistan

My main activities and responsibilities as Sales Executive at Ajmal Mall & Residency are

- Sales and Business Development
- Client Relationship Management
- Marketing and Promotion:
- Market Analysis and Reporting
- Administrative Tasks

Internship

Askari Bank Limited [20/07/2022 – 31/08/2022]

City: Rawalpindi | Country: Pakistan

During the time of my internship with Askari Bank Limited, I received practical training in the following area of banking

- Deposits

- Foreign Currency
- Accounts
- Credits
- Remittances

EDUCATION AND TRAINING

Master of Business Administration (Weekend)

City University Peshawar [22/04/2024 – Current]

City: Peshawar | Country: Pakistan | Website: <https://cityuniversity.edu.pk> | Field(s) of study: Finance

Bachelor Of Business Administration Honour

The University Of Agriculture Peshawar [17/09/2019 – 31/07/2023]

Address: 25000 Peshawar (Pakistan) | Website: aup.edu.pk | Field(s) of study: Finance | Final grade: 3.62 / 4.00 (CGPA)

Higher Secondary School Certificate

Government College Peshawar [17/09/2017 – 17/09/2019]

Address: 25000 Peshawar (Pakistan) | Field(s) of study: Pre Engineering | Final grade: 78.90 %

Secondary School Certificate

Hira Public School & College [01/03/2005 – 17/07/2017]

Address: Shah Alam Pul, Charsadda Road,, 25000 Peshawar (Pakistan) | Field(s) of study: Science | Final grade: 87.27%

LANGUAGE SKILLS

Mother tongue(s): Poshto

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

MS Office Package: Word, PowerPoint, Excel, Access, Outlook.

MANAGEMENT AND LEADERSHIP SKILLS

Key Skills

- Strong understanding of principles of business administration and their practical usage.
- Excellent managerial qualities.
- Understanding of IT marketing and web portal marketing.
- Proficiency in MS office tools and web search tool.