

SHAHZEB KHAN

Location: Glasgow, UK

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Professional Profile

Seeking a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in a rewarding global organization offering career growth and professional development

Core Skills

- Marketing & Management
- Customer Services
- Team Collaboration
- Customer Engagement
- Client Relationship
- Problem Solving / Analysis

Career Summary

May 2021 - Sept 2021

Sales Executive

Exide Batteries, Site Area, Karachi.

Key Responsibilities

- Prospecting leads and contacting them to pitch the product/service
- Setting up meetings with the prospectl've clients
- Establishing new business skills
- Working towards achieving the sales target
- Sales reporting and reviewing performance
- Negotiating contracts to arrive at the best deal for the client and organization both

Nov 2020 - May 2021

Assistant Sales Manager

Pro Solar Solutions, Karachi.

Key Responsibilities

- Continually meeting or exceeding sales quotas
- Supervising and guiding the sales team as well as providing incentives to motivate staff to achieve sales target
- Monitoring the performance of the sales team.
- Building and maintaining good working relationships with customer.
- Identifying opportunities & strategies to increase sales.
- Ensuring that the store is adequately stocked with company products
- Performing all duties of the sales manager incase of absence or emergency

Jan 2020 - Oct 2020

Assistant Project Manager

National Engineering Works, Shahrah-re-Faisal, Karachi.

Key Responsibilities

- Provide global bid recruitment support to include job postings, scheduling interviews, reference background checks.
- Assist with tracking and implement projects including organizational DEI reports.
- Assist to solve global HR related issues with HRIS system and time reporting system
- Responsible for organizational & Human Resources reporting including HR metrics
- Provide support as needed to other members of the global HR team.

Nov 2019 - Jan 2020

Supply Chain Intern

Luck Trader LTD., Karachi.

Key Responsibilities

- Managed inventory levels with large suppliers in both planning and purchasing.
- Interfaced routinely with division functional groups including customer service, engineering, operations, and quality.
- Responsible for inventory, purchasing, and monitoring the usage for 80-100 suppliers on a daily basis during the final 4 months of the internship.
- Focused team attention toward continuously increasing technical and working knowledge

Jan 2017 - Jan 2020

**CEO, Events
Akacia Banquet, Shahrah-re-Faisal, Karachi.**

Key Responsibilities

- Coordinate with internal staff, clients, vendors, and others to establish needs for the events.
- Research sources, make site visits and lead pre event meetings when necessary to help staff make decisions about event.
- Plan and facilitate logistics for all events including contact negotiation, guest lists, venue preparations, presentation materials, security, catering, entertainment, transportation, equipment, decor and marketing materials
- Oversea client experience from conception through post-event, managing onsite preparation, production, and event breakdown, ensuring consistent, high level service throughout all phases
- Maintain and build a comprehensive database of industry contact, vendors & venues
- Troubleshoot and handle any issue that arise on the event day

Sep 2016 - Mar 2017

**Call Center Agent
Lakson Sybrid**

Key Responsibilities

- Take customer calls and provide accurate, satisfactory answers to their queries and concerns
- Call clients and customers to inform about the company's new products, services and policies
- Guide callers through troubleshooting, navigating company's site or using the product or services
- Reviews customer or client accounts, provide updates and information about billing, shipping and warranty

Education

- **MSC in Project Management** | University of West Scotland | Sep 2021 - Sep 2022
- **Bachelors in Business Administration** | Iqra University | Jan 2015 - Sep 2019
- **Intermediate** | Science & Commerce Degree College | Aug 2012 - Sep 2014
- **Matriculation** | Karachi Public School | Aug 1999 - Aug 2011

Additional

Hobbies & Interests

volunteering, Sports Team

Software

Microsoft Office, Microsoft Windows, Sales force, PowerPoint

Achievements

- Presented Research reports on various topics of sleep deprivation and on price quality and quantity PSO (Producta and their tuck shop)
- President CSR Iqra University - planned and initiated drives to help poor, like distributions of clothes, food, goodie bags etc.
- Organize cricket matches and concerts to raise funds for all the social work.
- Certified in Google Analytics