

# Harees Javed Khan

Pursued dual degree in Masters in Economics and Masters in Business Administration with two years of work experience as a Business Development Executive.  
Professional with a knack for academia, wherein having specialisation in finance and marketing.

## Contact

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### Address

19/60 Peer Kalyani , Motilal Nehru Road, Agra – 282003, U.P, India

### Phone

+91 9389302797

### E-mail

hareeskhan1@gmail.com

### LinkedIn

[www.linkedin.com/in/hareesjaved](http://www.linkedin.com/in/hareesjaved)

## Education

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- 2018-09 - 2021-12 **Masters of Economics (Major in Finance)**  
*Wang Yanan Institute for Studies in Economics, Xiamen University, China*  
CGPA 3.01
- 2014 - 2016 **Masters in Business Administration – International Business and Marketing**  
*Dr. APJ Abdul Kalam Technical University, India*  
CGPA 2.85
- 2011 - 2014 **B.A (Honours) – Economics**  
*Aligarh Muslim University, India*  
CGPA 3.07

## Skills

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Microsoft Excel



Microsoft Powerpoint



Microsoft Word



STATA



## Work History

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- 2017-03 - 2018-09 **Business Development Executive**  
*GFN-D'Selva Infotech Pvt. Ltd*
- Responsible for the day to day management of the client's projects.
  - Co-ordinate with the design, development and other technical teams to ensure projects are carried out smoothly.
  - Generating leads using various B2B portals.
- 2016-09 - 2017-02 **Business Development Executive (Trainee)**  
*GFN-D'Selva Infotech Pvt. Ltd*
- Monitors project wise billing and collection process.
  - Bidding and making RFP's & Quotations for tenders.
  - Undertaking Client Requirement Analysis.

## Personal Skills and Achievements

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- Good verbal and written communication skills, ability to deal with people empathetically, willingness to learn, team facilitator.
- Awarded prestigious Chinese Government Scholarship (CGS) in 2018 to study in Xiamen University.
- Member of the college table tennis team.