

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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Education

- 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

Microsoft Excel	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Good</div>
Microsoft Powerpoint	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Microsoft Word	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
STATA	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Good</div>

Work History

- 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

- 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.