

Curriculum Vitae

PERSONAL PROFILE:

NAME: Farhan Ahmed Khan

NATIONALITY: Pakistan

VISA: (Still Valid) Moter bike license is also valid

PRESENT ADDRESS : Dubai Deira

Deira Dubai

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CAREER OBJECTIVE

To utilize my skills in business management with broader Responsibilities to allow professional growth and opportunity to make a solid bottom line contribution to the overall efficiency and operation of a medium to large organization.

1- CURRENT ENGAGEMENTS:

Working as a Collector in PROMAR LLC since 2017 to till today

MAJOR RESPONSIBILITIES:

- Collection of Receivables from clients
- Deposit of Collections (Cheques and Cash) into Company Bank accounts
- Delivering of invoices and documents to clients
- Collecting of official documents , Account statements from clients and different offices of Company
- Doing additional tasks and special assignments at company instructions

2- Free lancer

2013-2017 with Tours Departments of various Tour companies of Dubai and UAE

MAJOR RESPONSIBILITIES:

- Marketing Tour Companies Products
- Public relation and communication
- Counter sales of reservation of Hotel Bookings and Visa's
- Preparing the price list and updates for all type of products and reservations
- Trouble shooting for all type Tour s related issues.

3- Worked as Business Development Executive in Inbound Tours Department

2011-2012 Universal Travel & Tourism Dubai

MAJOR RESPONSIBILITIES:

- Handling clients and agents
- Generating Queries, File operations, Financial Transactions and introducing new product range into to the new markets.

4- Worked as Counter Sales Executive:

2007-2010 Al Wasal Dubai inbound Tours Department Fishing and Cruising and Asia Pacific Travel & Tourism LCC Co Dubai

MAJOR RESPONSIBILITIES

- Hotel Bookings , Packages and Visa arrangements
- Co-ordinate with Travel agents to promote company products
- Arrange tour Bookings, Visas, group movement and promote third party packages.

5- Worked in different field in a major company in following deparments:

2004-2006- United States of America

- Marketing of Products
- Store keeping and receiving the products in stores from suppliers
- Ordering the products as per company authorizations
- Issuing the products to customers.
- Counter sales in the warehouse.
- Attending customers complaints and queries.

6- Worked as Marketing executive in Electronics products of a reputable company

1997-2000 South Africa

ACADEMIC QUALIFICATION:

- B. Com. (Bachelor of Commerce) Part 1 from Karachi University in 1995.
- Higher Secondary School Certificate Examination passed in 1993 form Board of Inter mediate Karachi
- Secondary School Certificate Examination Passed in 1991 from Sindh Education Board Karachi

Having Good working knowledge in MS Office along with internet browsing & E Mail