

CURRICULUM VITALE –ASFANDIYAR KHAN

Address: 27-B/II, Khayaban-e-Bahria, DHA Phase 5, Karachi

Cell: +92-321-2858645

Email: asfandiyar.kahn@gmail.com

Date of Birth: 25-April-1991

CNIC #: 42301-7464310-3

Brief Profile

My objective is to become a professional team member of a progressive organization characterized by qualified professionals and exciting projects to best utilize my knowledge and skills to achieve corporate goals.

Education

Professional:

- **MBA – Marketing – Greenwich University**
Passed in 2021.
- **BACHELOR OF COMMERCE From Universtiy of Karachi, Pakistan.** Passed in 2014.

Academic:

- **INTERMEDIATE (COMMERCE)**
CAMS College Karachi, Sindh, Pakistan passed in 2009.
- **MATRICULATION (COMPUTER SCIENCE)**
Passed in 2007.

Professional Experience

SBT JAPAN | **(MANAGER ACCOUNTS IT SERVICES) July 2020 to Present**
KARACHI PAKISTAN

KEY RESPONSIBILITY:

In both the above mentioned workplace, following are my responsibilities;

- Achieve growth and hit teams target by successfully managing the team.
- Design and implement a strategic business plan that expands company customer base and ensure its strong presence.
- Coordinating with clients to ensure the services quality is sustained.
- Ensuring upsell from the team in Digital Marketing, Web design development and Mobile application.
- Identifying and evaluating team representative weaknesses and giving him an action plan.
- Ensuring the SOPs are met by reviewing contracts of client.
- Identifying the business opportunity for client in different circumstances and coming up with detailed business plan for their digital growth.
- E-Commerce Platform Management.

SBT JAPAN | **(Local Manager) October 2017 to 2020**
KARACHI PAKISTAN

KEY RESPONSIBILITY:

In both the above mentioned workplace, following are my responsibilities;

- Achieve growth and hit sales target by successfully managing the team.
- Design and implement a strategic business plan that expands company customer base and ensure its strong presence.
- Analyzing pricing by preparing weekly reports from the auctions sales.
- Identifying profitable units and Preparing purchase strategy to enhance profitability.
- Recruiting, objective setting, training and development of sales representative.
- Identifying and evaluating team representative weaknesses and giving him an action plan.
- Build and promote strong long lasting relationship with customers by partnering them and understanding their needs.
- Evaluating and maintaining stock for sales.
- Ensuring smooth credit cycle within the team.

SBT JAPAN | (Business Development Executive) **2014 - 2017**
KARACHI PAKISTAN

KEY RESPONSIBILITY:

In both the above mentioned workplace, following are my responsibilities;

- Suggesting information about related product and services.
- Maintain customer records by updating account information.
- Development of business in International market (South Sudan), by managing individual customer and car dealers
- Management of Business Accounts.
- Promoting Business Dealing with International Clients.
- Coordinating with shipping lines and local countries offices for delivery of goods.
- Assisting local offices for customer services.
- Training new business executive regarding their roles and responsibility.
- Continuously looking ways to develop and enhance companies business.

SUMMIT BANK (CLIFTON BRANCH) | (Internee) **SEPT 2012 to OCT 2012**
KARACHI PAKISTAN

KEY RESPONSIBILITY:

In both the above mentioned workplace, following were my responsibilities;

- Checking information about related product and services.
- Maintain customer records by updating account information.
- Front desk Customer Handling.
- Maintaining Branch Book keepings.
- Cash department functions.
- Credit department functions
- Trade Finance department functions.

SKILLS

- COMPUTER SKILLS: Expert Skill Level in Microsoft Office.
- Hands on grip in Atlassian Jira Project Management tool.
- Expert in working on Agile Methodologies.
- Hands on experience in CRM such as Hubspot, ERP.
- Writing detail oriented proposals.
- Intermediate skills in Scrum.
- Having mathematical mind with good analytical skills.
- Confident attitude with a proactive approach to deliver assignments.
- Good planning and organizational skills.
- Budget and report writing skills.
- Financial Reporting and Analysis skills.

ACHIVEMENTS

- Secured 3rd position in institute in paper “Performance Management (F5) at Escriber institute.
- Achieved 400% profit target in SBT Japan while in third month of the job.
- Won an award for the Rising star of the company for SBT Japan in year 2014 annual award nights.
- Single handedly managing South Sudan market in Africa and contributed my efforts and suggestion in opening a local office there.
- Achieving star performer as the best local manager for three consecutive months
- Won an award for the Next Big Thing for SBT Japan in emerging manager category.
- Established businesses for company through freelancing platform ensuring sustainable monthly revenue.
- Meeting profit targets consistently for 1 year for team South Sudan.