



KHAN WAZIR

Nationality: PAKISTANI

Age: 35

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PROFILE

I am a keen, hardworking, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties. I have a good sense of humor and a pleasant approach.

LANGUAGES

- English
- Urdu
- Pashto

EDUCATION

B.COM (2 YEARS)

SARHAD UNIVERSITY OF INFORMATION TECHNOLOGY, PESHAWAR

17 Aug 2009 – 20 Oct 2011

D.COM (2 YEARS)

THE MUSLIM COLLEGE OF COMMERCE & MANAGEMENT, PESHAWAR

Jun 2007 – Apr 2009

MATRIC (Science)

KHYBER MODEL SCHOOL KOHAT ROAD, PESHAWAR

May 2007.

ADVANCE OFFICE AUTOMATION (3 Months Diploma)

AMY COMPUTER ACADEMY, PESHAWAR

Aug 2008

WORK EXPERIENCE

Qadri Transport LLC Dubai

(Transport Manager)

May 2017–Aug 2021

In this job my responsibilities is to

- Schedule drivers.
- Assign delivery routes.
- Ensuring that all drivers and operators have the correct, up to date qualifications.
- Keeping schedules and organizing team members.
- Maintain records of vehicle use and maintenance.
- Process trip logs or reports.
- Purchase fuels, Oils, Tires and auto parts for vehicles.

Al Tahir Used Cars & Spare Parts Trading LLC Sharjah

(Sales Team Leader)

Feb 2013–Mar 2017

In this job my responsibilities is to

- Training new members of the sales team
- Answering questions from the sales staff
- Monitoring sales performance and addressing issues when necessary
- Completing sales reports and other administrative work.
- Addressing customer service issues that need to be escalated
- Supporting the sales management team as needed
- Selling products or helping sales staff negotiate and close deals.

**Parvez Khan & Co. Used Auto Parts Dealer Peshawar
(Accountant cum Salesman)**

Oct 2011–Jan 2013

- Track and documentation of sales bookings and payments
- negotiating contracts and package
- Process and obtain approvals and ensure timely payments.
- Revenue recognition and reconciliation. Manage the day-to-day Petty Cash system.
- Maintain accurate records of all sales and accounting related activities to achieve operational and strategic goals;
- Preparation and processing of payroll
- Basic Human Resources tasks.
- Provide general admin support.

SKILLS

- Communication
- Product Knowledge
- Interpersonal and Customer Relationship
- Negotiations
- Team Leadership
- Management
- Quick Learner
- Ability to Work Under Pressure