



Muhammad Waqas Khan

Date of birth: 19 May 1986 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+971) 529288792 (Mobile) | **Email address:** waqqasmuhammad3@gmail.com | **Address:** Business Village tower, Deira Dubai, Dubai, United Arab Emirates (Work)

WORK EXPERIENCE

1 JUN 2024 – NOVEMBER 2024 Dubai, United Arab Emirates
SALES EXECUTIVE INNOVATION DRIVEN MARKETING MANAGEMENT LLC

- Develops and expands on new customer base and cards deals through referrals provided to achieve monthly sales targets.
- Provide professional advice on credit requirements, product features, and benefits of credit cards.
- Verifies customer documents for cards application and ensure complete submission of documents.

MAR 2023 – FEB 2024 karachi, Pakistan
SALES & RELATIONSHIP MANAGER ARH GLOBAL CONSULTANTS LTD

- Creating business opportunities and retaining existing clients.
- Created a cross-training program ensuring FOH staff members were able to perform confidently and effectively in all positions.
- Grew customer based and increased social media accounts by 20% through interactive promotions, engaging postings, and contests.

JAN 2022 – FEB 2023 Karachi, Pakistan
HR MANAGER AL-MASOOD GROUP PVT LTD

- Recruitment • ON-Boarding & Training • Making Policies (Rules & Regulations) • Performance Management • Administration of Payroll.

FEB 2020 – DEC 2021 Karachi, Pakistan
ASSISTANT MANAGER HR & ADMIN EXECUTIVE BADAR EXPO SOLUTIONS

- Staff Payroll • Recruiting • Policy Implementation • Performance Appraisals • Compensation & Benefits • Housekeeping & Security Guards staff Performance Monitoring & Shift schedule • Expo Events Staff Supervision.

OCT 2011 – JUN 2018 Karachi, Pakistan
EXECUTIVE HR & ADMINISTRATION LUCKY TEXTILE MILLS PVT LTD

- Staff & Labors Remuneration • Personnel Records • Payroll Audit • Sickness & Annual leaves • Administrative Task • Drivers (HTV/LTV) Attendance • CAR Maintenance Record & Billing.

JAN 2008 – FEB 2011 Sharjah, United Arab Emirates
PROJECT SUPERVISOR (LIFT INSTALLATION) ARABIAN ELEVATORS & ENGINEERING CO LLC

- Projects Data Maintained • Lifts & Escalators Maintenance Record • Supervise Technical staff for Offshore Job • EK Engineering
- Project Maintenance Weekly Reports • Shipping Documents handling from Korea • Parts Quotation & Invoices.

JUN 2005 – NOV 2007 Karachi, Pakistan
ASSISTANT ACCOUNTANT AL-ASAR SECURITIES PVT LTD

- Maintain company Ledger • Shareholders Account maintained • Bank Receivables & Payables • Petty Cash • Verify Payments & Deposits
- Create daily reports of shareholders.

● **EDUCATION AND TRAINING**

AUG 2013 – SEP 2016 Karachi, Pakistan
MASTERS IN HUMAN RESOURCES BUSINESS MANAGEMENT University Of Karachi

Website <https://www.uok.edu.pk/> |

MAR 2006 – SEP 2008 Karachi, Pakistan
BACHELORS OF COMMERCE University Of karachi

Website <https://www.uok.edu.pk/> |

Karachi, Pakistan
IELTS AEO Pakistan (6.0 BANDS)

Website <https://aeo.com.pk/> |

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**
Other language(s): **ENGLISH**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C1	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Excel | Social Media | Oracle | Social Networking | Human Resource Management

● **DRIVING LICENCE**

Driving Licence: (PAKISTAN)