

Curriculum Vitae

SHAHNAWAZ - KHAN

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Objective:

I am looking forward to working in a competitive and prosperous environment. I am versatile by nature with an inclination to learn new things and ability to grasp things with a little orientation. I have 7 years of work experience in India as well as overseas.

Strength:

Sincere, Hard Working and Result Driven, Eager to learn new things quickly, Adaptable/flexible to work any kind of environment and timings.

Educational Qualification:

- Bachelors of Commerce from M.J.P Rohilkhand University Bareilly in 2014.
- Intermediate From Greenwood Sr. Sec School (C.B.S.E) in 2011.
- High School from National Institute of Open School in 2009.

Technical Skills:

- Internal Auditor Training Course ISO 9001:2015 TUV SUD Middle East L.L.C. (2023)
- Six Months Diploma in Tally ERP9 (2014)
- One year Diploma in Software Management. (2010).

Operating System	:	Windows 7/8/10 & Mac OS.
Software	:	Integrated Logistic System with Oracle 12 S.
Tools	:	MS Office and Tally.

Professional Experience:

1. **Name of the Organization:** Pipeline Supplies & Services Co. W.L.L (**DOHA-QATAR**)

Duration: From July 2023 to Present.

Position Held: **SALES COORDINATOR**

Key responsibilities:

- Supporting the sales team in achieving their goals by managing and coordinating all aspects of the sales process.
- Conducting research on potential clients and competitors, and providing insights to the sales team to help them develop effective sales strategies.
- Respond to complaints from customers and give after-sales support when requested.
- Handle the processing of all orders with accuracy and timeliness.
- Inform clients of unforeseen delays or problems.
- Assist in the preparation and organizing of promotional material or events.
- Answering client questions regarding their account or sales products.

2. **Name of the Organization:** Hydrolink Engineering Services W.L.L(**Sister Company of Pipeline Supplies and Services Co. W.L.L) DOHA-QATAR**

Duration: From April 2022 to June2023.
Position Held: **OFFICE COORDINATOR**

Key responsibilities:

- Follow office workflow procedures to ensure maximum efficiency.
- Maintain files and records with effective filing systems.
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system.
- Deal with customer complaints or issues.
- Monitor office supplies inventory and place orders.
- Assist in vendor relationship management.
- Greet and assist visitors when they arrive at the office.

3. **Name of the Organization:** Mahindra First Choice Services Ltd.

Duration: From April 2019 to January 2022.
Position Held: **SPARE PARTS INCHARGE**

Key responsibilities:

- Handling customers & cash counter.
- Working as a store in charge.
- Knowledge of preparing computerized billing.
- Receive & dispatch goods as per requirement of the customers.
- Knowledge of maintaining weekly & monthly report.
- Responsible for supplying replacement parts to auto dealership.

4. **Name of the Organization:** Saudi Public Transport Company, Saudi Arabia.

Duration: From July 2016 to march 2019.
Position Held: **Store Keeper (SPARE PART)**

Key responsibilities:

- Book inventory and margin related journal entries.
- Audit, verify, administer inventory movement such as Store transfers, distributions and Adjustments.
- Assist with year-end financial audit and special projects.
- Validating inventory transactions for ERP upgrade.
- Manage daily deadline reports to get the required parts of the vehicles and provide status update to store manager.
- Manage of receiving all shipments and ensure quality of all the spare parts end to end.
- Follow-up with the central warehouse in case of any damaged or missing parts.
- Official visits to Mecca during Ramadan and Hajj to provide manage/maintain warehouse.

Personal Details:

Date of Birth : 14th Jan 1992
Father name : Mr. Obaid Khan
Languages : English, Arabic, Urdu, Hindi
Passport : **Holding valid Indian Passport.**
Driving License : **Holding Saudi and Indian driving license.**
Hobbies : Playing sports, Travelling, Reading books, Volunteering.

I Shahnawaz Khan, hereby declare that all of the above statements and details are correct and true to the best of my knowledge.

Date:

SHAHNAWAZ KHAN

Place: