

# Aisha Ashraf Khan

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Knowledgeable and Dedicated Sales Coordinator professional with intensive experience in industry. Solid team player with outgoing, positive demeanor and proven skills in establishing rapport with clients. Motivated to contribute to company success. Specialize in quality, speed and process optimization. Articulate, energetic and results-oriented with exemplary passion for developing relationships, cultivating partnerships and growing business.

## WORK EXPERIENCE

### Jan 2019 – May 2020 – (Du Company)

SALES COORDINATOR - TEMPORARY

#### Job responsibilities:

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- Ensuring the adequacy of sales-related equipment or material
- Responding to complaints from customers and give after-sales support when requested
- Established excellent sales ability and strong interpersonal skill with confident and persuasive approach
- Performed cold calling and outreach to build sales pipeline

### ADVERTISER/ ENTREPRENEUR PROMOTER, UNILEVER

(PART TIME)

#### Job responsibilities:

- Advertising & promoting the given product range.
- Persuading customers why it is better than competitors
- Demonstrate and provide information on the provided product range.
- Improvising product demonstrations depending on audience size and attention span
- Walk around store offering samples to customers

## ACHIEVEMENTS

- **Participated in 3<sup>rd</sup> GCC robotics competition ( Canadian University Dubai – 21<sup>st</sup> March, 2018)**  
I was a team leader of team VOLTA able to manage my working schedule and achieved 2<sup>nd</sup> position in UAE.
- **Active Member of IET on campus committee student brunch (University of Bolton 2016 – 2019)**  
I am the member of program committee of IET on campus, was the vice chairperson of IET on campus University of Bolton.
- **Participated in the 3<sup>rd</sup> Student Research Colloquium (MAHE Manipal University – 11<sup>th</sup> April, 2018)**  
Presentation was delivered on “Hybrid Metro” for an opportunity to publish research paper
- **Participated in 4<sup>th</sup> GCC Robotics Competition (Canadian University- 16<sup>th</sup> March, 2019)**
- **Participated in RTA Hackathon Competition (Burj Khalifa – April, 2019)**
- **Participated in IEEE students day (American University of Ras - al- Khaimah – 27<sup>th</sup> April, 2019)**  
Was part of SDP and IDP “Future Autonomous Car”

## EDUCATION

- **2018- 2019-** B.Eng (hons) in Electrical & Electronic Engineering, University of Bolton, RAK  
(Successful with distinction)
- **2016-2018-** Successfully completed HND (Higher National Diploma) with all Distinction grades in Engineering specializing
- **2013- 2015-** FSC, Specialized in Biology, Chemistry, Physics and Mathematics
- **2013-** Matriculation , P.I.H.S.School, Ajman

## COMPUTER PROFICIENCY

- Worked with packages and software like Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Microsoft Front page, Obtain information from internet using various search engines
- Excellent knowledge in Excel(formulas, lookup and tables)
- Typing speed is Good

## SKILLS & ABILITIES

- Hand-on experience on designing, building and programming tools
- Very well fond of electrical and electronics in depth
- Very well know how to program Arduino or any Microcontroller using C++ language
- Very well know how to use engineering- based software's E.g: Multisim, Proteus, Professional Express PCB, Cisco Packet Tracer, Solid Works, Matlab, RET Screen, Sketchup Skelion, Auto Desk Auto CAD and Arduinio
- Excellent Communicator both in Verbal and Written Communications.
- Excellent Interpersonal Behavior and ability to motivate a Team.
- Excellent convincing capacity and presentation skills.
- Analytical and logical skills.
- Fluent in computer literacy and Microsoft Office Applications.
- Adaptable, Quick learner & able to complete task independently
- Ability to follow researches

## PERSONAL INFORMATION

- Name : Aisha Ashraf Khan
  - Sex : Female
  - Place/Date of Birth : Dubai/ September 16, 1996
  - Religion : Islam
  - Marital Status : Single
  - Address : Ettihad Street, Ajman
  - Nationality : Pakistani
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## PERSONALITY TRAITS

- Strong work ethics, reliable and enthusiastic. Able to fit into any organization and be productive immediately. Learn quickly and follow procedures. Work well under pressure.
  - Capable of working autonomously or in conjunction with team members.
  - Flexible and can adapt to any working environment.
  - Proven track record of significant improvements in learning processes, productivity, quality and customer satisfaction while maintaining positive work ethics.
  - A dynamic leader, strategic thinker and decision-maker
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