

# Salman Ali Noor Khattak

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## SUMMARY:

“Seeking for a Job where professional experience will be considered as an added advantage. Looking for a position where there will be enough scope to display one's ability in executing a task accurately. A resourceful individual with more than 5 years of progressive experience in sales, branch admin, customer services and customer relations and sales. Recognized for assessing operational needs and developing solutions to save costs, improve revenues and drive customer satisfaction. Resourceful and well-organized with excellent leadership and team building record.”

## SKILL HIGHLIGHTS:

- Client Relationship Management
- Competitors Market Analysis
- Business Development/ Sales and Marketing
- Revenue Generation
- Market Research
- Possessing advanced knowledge of modern software's (**Microsoft Word, Excel, Power**
- **Point**)

## PROFESSIONAL WORK EXPERIENCE:

|                      |   |
|----------------------|---|
| <b>Organization:</b> | <b>EMRILL Facility Management</b>   |
| <b>Tenure:</b>       | <b>Mar 2020 to Till Date</b>  |
| <b>Designation:</b>  | <b>Concierge</b>  |
| <b>Workplace:</b>    | <b>City Walk by MERAAS (Residential Building)</b><br><b>Dubai Greens &amp; Hills (Residential Towers)</b> |
| <b>Location:</b>     | <b>United Arab Emirates</b>   |

**Organization:** Dawood Family Takaful  
**Tenure:** Aug 2019 to Jan 2020  
**Designation:** Assistant Branch Manager

**Responsibilities:**

**Insurance Sale Manager**

- Team Building
- Daily Meetings
- Business Meetings
- Team Motivation
- Business Target Meet
- Customer Services Call
- Customer Relationship Building
- Monthly Meeting
- In Door & Outdoor Sale

**Organization:** Genix Pharmaceutical Pvt Ltd.  
**Tenure:** Sep 2018 to Aug 2019  
**Designation:** Territory Manager

**Responsibilities:**

- Product Promotion
- Doctors Meeting
- Prescribe Medican
- Daily Meeting
- Submit Daily Medican Orders
- Maintain Daily Reports
- Monthly Meetings

**Organization:** EFU LIFE ASSURANCE LTD.  
**Tenure:** Sep 2015 to Aug 2018  
**Designation:** Branch Administrator Officer  
Pakistan Largest & AA+ rating leading insurance Brand,

**Responsibilities:**

- Walked clients and internal staff through troubleshooting
- steps to resolve common software issues.
- Complete Branch Handling
- System Related Work
- Accounts Department Control
- Communication Bridge b/w Head Office & Office Staff
- Petty Cash Control
- Customer Services
- MS Office Work
- MS Word Work
- Guide Branch Staff
- Directed incoming calls to internal personnel and departments,
- routing to best-qualified department.

**Organization:** ADmagix (Advertising & Marketing)

**Tenure:** Jan 2014 to Jan 2015

**Designation:** IT & Admin Manage

### **Responsibilities:**

Devised strategies to reduce expenses, modernize operations and revamp procedures to improve institution operations.

- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- IT Issues
- Daily Ledger
- Accounts Maintain Work
- Banking Related Work
- Customer Services

### **ACADEMIC EDUCATION:**

| DEGREE            | EXAMINING BODY:                                     | YEAR         |
|-------------------|---|--------------|
| BSCS (4 Semester) | Virtual University, Pakistan                        | 2019 ongoing |
| Intermediate      | Federal Board of Intermediate & Secondary Education | 2013         |
| Matriculation     | Federal Board of Intermediate & Secondary Education | 2011         |

**LANGUAGES:**

- English
- Urdu
- Pashto
- Punjabi

**PERSONAL INFORMATION:**

Father's Name: Haji Aziz Noor Khattak  
Date of Birth: 29 October 1995  
Nationality: Pakistani

**REFERENCE:**

Reference will be furnished on demand.