

Waqar Khan

HR executive

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Professional Summary

Seeking Managerial-level position in sales & Marketing and HR where I can utilize my superior understanding of the domain gained during the Masters. Excellent at conducting Market Research and creating Brand Awareness strategies. Excellent Communication skills to convince potential clients and customers

SKILLS

- Excel function; Vlookup Hlookup ,
- Pivot table, Data validation, Sorting ,Cell referencing and conditional formatting
- Knowledge of IBM statistical package SPSS, Multivariate analysis,
- Multiple Regression, Factor Analysis ,Cluster Analysis
- Employee retention
- Staff recruitment
- Training programs
- Lead generation
- Competitive Analysis
- Recruitment
- Candidate Sourcing

WORK EXPERIENCE

HR Executive

Touch Beyond employment solution | April 2020 - July 2021

- Support the new hires for providing with the necessary resources
- Sourced, interviewed, hired qualified candidates & negotiated offers and closed hires mainly for healthcare sales and IT recruitment Responsible for recruitments which included searching different job portals for the candidates for different posts,
- Maintain a database of all the candidates and following up with them and scheduling their interview and taking online and offline interview
- Maintained staffing level by tracking vacancies and initiating recruitment and interviewing process to find right candidate
- Sourcing candidates through naukri.com, shine.com, LinkedIn,
- Proactively coordinated, managed, and provided administrative human resources duties to ensure smooth operations and achievement of daily objectives

Marketing Intern

Accrual intelligence Manual ltd | Feb 2019 - May 2019

- Project title :consumer perspective various investment opportunities with respect to aim India
- Sales pitching strategies in life insurance sector
- sold life insurance of India first life among customer in south Delhi
- Generating lead of interviewing prospective client to get data about their financial resources and investment plan and discuss existing plan of aim India and call potential client interested to invest our life insurance plan and expand our customer base
- Gaining basic knowledge of taxation modules and tax calculation according to Indian tax slab during our internship Conducted consumer surveys and gathered data in life insurance sector for use in brand promotion

Business Development Executive
Justdail.com. | Apr 2015 - Feb. 2018

- Met existing customers to review current services and expand sales opportunities.
- Gained customer trust and confidence by demonstrating compelling, persuasive and composed professional demeanor.
- Fielded customer complaints and facilitated negotiations, resolving issues and reaching mutual conclusions.
- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Consulted with businesses to supply accurate product and service information.
- Identified new business opportunities through cold calling, networking, marketing and prospective database leads.
- Set and achieved company defined sales goals.
- Monitored service after sale and implemented quick and effective problem resolutions.
- Attended monthly sales meetings and quarterly sales trainings

Education

- **ICFAI Business school, Gurgaon**
MBA in Marketing | Feb. 2020
- **Magadh University, Bodhgaya**
Bachelor of science | march 2015
- **Mumtaz Public high School**
High school | march 2010