

FAROOQ KHAN

+973-34461402

sfarooqkhan@gmail.com

I am a Business Professional living and working in Bahrain with over 20 years' experience, at various positions in different areas of Project Management, Administration & Operations, Sales & Marketing, HR and Customer Services.

I possess the following attributes:

- A creative thinker, who craves a challenge and is not afraid to work outside his comfort zone.
- A motivated team player who consistently aims to push revenue expectations and exceed goals.
- With excellent communication skills, can build up rapport easily, open-up clients, find out exactly what they need, and then present them with a wide range of services, products and solutions.
- Pragmatic and results orientated, with a focus on bottom line results, with a track record of achieving and exceeding the standards of performance set out for any sales projects.
- Wanting to develop a career in a fast-moving environment, and currently looking for a suitable position with a company that values passion, positivity, integrity and hard work.
- Master's in Business Administration (**MBA**).

Professional Expertise

- Sales & Marketing Strategies
- Business Development
- Purchasing & Product Sourcing
- Team Building & Supervision
- Office Management
- Project Management
- Customer relations & Account Management

Career and Experience

January 15th 2018 – To date

**Gauge Communication Technologies (Kingdom of Bahrain)
Sales & Operations Executive**

- Calling and arranging meetings with potential clients, Meeting the concern person with company profile, brief them about our company history/ projects and build professional relationship.
- Managing Key Accounts and using existing network to generate new business
- Leading project management activity
- Ensuring necessary actions are undertaken by the account team
- Attending client meetings & achieving sales targets
- Maintaining and expanding relationships with existing clients
- Completing administrative work, as required
- Assisting in inventory monitoring to assess the need for resource procurement
- Preparing performance and ranking reports and weekly progress updates
- Communicating with clients to cultivate and maintain good relationships
- Assisting in the development and implementation of action plans to enable proper time, resource and process management

May 4th 2015 – January 14th 2018

**JANADA Electronics (Kingdom of Bahrain)
Sales & Operations Executive**

November 22nd 2012 – April 30th 2015

**G.E. Communications WLL (Kingdom of Bahrain)
Key Account Manager**

October 14th 2010 – October 30th 2012

**Mars Innovations W.L.L (Kingdom of Bahrain)
Asst. Manager Business Development**

Sep, 2006 – August 2010

**H2H Associates, Lahore Pakistan
Project Manager**

May 04, 2004- To July 31, 2006:

**Yateem Group Dubai, UAE
Marketing Officer / Project Coordinator**

August 2002- November 2003:

**Trade Station Securities (Pvt.) Ltd. Lahore,
HR Manager**

October 16, 2000- July 09, 2002:

**Align Technology
Product Support Executive**

Feb 2000-December 2000:

**ICIL (International Credit Information Ltd)
Sole distributor of Dun & Bradstreet Inc.
Lahore, Pakistan.
Business Analyst & Marketing Executive**

May 1999-August 1999

**Allied Marketing (Pvt) Limited,
Distributors for PTCL & Lever Brothers,
Internee**

Educational Qualification:

Master in Business Administration (MBA)

**Specialization in Marketing & Management.
Hamdard University, Pakistan**

Bachelors of Commerce (B.Com)

Punjab College of Commerce Lahore, Pakistan

References available on request.