

# **FAROOQ KHAN**

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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	▪ Office Management
▪ Business Development	▪ Project Management
▪ Purchasing & Product Sourcing	▪ Customer relations & Account Management
▪ Team Building & Supervision	

## **Career and Experience**

**January 15<sup>th</sup> 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 4<sup>th</sup> 2015 – January 14<sup>th</sup> 2018**

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

**November 22<sup>nd</sup> 2012 – April 30<sup>th</sup> 2015**

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

**October 14<sup>th</sup> 2010 – October 30<sup>th</sup> 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.