



Muhammad Adnan Khan

Abu Dhabi , UAE

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OBJECTIVE

To pursue a highly challenging and a creative career, where I can apply my knowledge, experience and creativity, acquire new skills, and contribute towards achieving the goals of team and organization.

WORKING EXPERIENCE

Working As **Project Sales Manager in ADCABLE (Abu Dhabi Cable Factory)** since August 2016. This includes the following Tasks/Responsibilities.

- Striving for finding potential business opportunities.
- Negotiation and finalization of valuable deals.
- Costing & Budgeting.
- Overseeing risk management, financial & recovery reports.
- Actively leading marketing and operations activities to ensure production and stock meet sales requirement.

Worked as **Project Sales Executive in ADCABLE (Abu Dhabi Cable Factory)** since Feb 2011 to July 2015, this includes the following Tasks/Responsibilities.

- Customer Service, Strategic Sales, Operations, Retail Chain Sales.
- Communicate with clients, for any Tender and Prequalification, the extension of time, clarifications and other technical requirements.
- Generate quotation based on inquiries.
- Action plans visits to projects under construction.
- Follow-up to the client & try to persuade them in any way.
- Extensive follow up on submitted offers. Deliveries and Payments.
- Maintain very close relations with key customers and traders.
- To ensure that my digital knowledge is up to date and relevant by networking/researching/reading blogs and news sources.
- Online advertisement, marketing through social media.

Worked as **Sales Executive** in Al Hamad Industries international, Ajman UAE from July 2010 to Jan 2011 which includes the following tasks/responsibilities:

- Co-ordination with clients. Promotion/Marketing of different products etc., feedback to Seniors and follow ups
- Visitation on different projects and generate inquiries,
- Preparing of Quotation and follow-up to close the deals

Worked as **Secretary (HR Department)** in Ali Moosa & Sons Contracting from Jan 2008 to June 2009, Sharjah UAE. which includes the following tasks/responsibilities:

- Handling visa Process
- Document Controller
- Daily attendance of the entire employee in the Company and making Daily Report.

Worked as **Transport Foreman in** Ali Moosa & Sons Contracting from Feb 2007 to December 2008, Sharjah UAE. which includes the following tasks/responsibilities:

- Handling all kind of rentage system of vehicles.
- Material requisition of Vehicle parts and gate passes.
- Daily attendance of all the employee in the transport division.

Worked as **Supervisor – Contracting Division** in Ali Moosa & Sons Contracting from June 2006 to Jan 2007, Sharjah UAE.

- Project : Garden of Discovery – Zen Garden (17 No. Buildings) Dubai
- Project : Jumeirah Lake Tower Parking Garage , Dubai

MAJOR CLIENTS

- Fibrex
- Reliance Gen. Contracting
- Mace , Mechanical and Civil Contracting Company
- Al Amry Group

MAJOR PROJECTS

- Al Reef Down Town Phase 1 & 2
- Meera Shams Project , Reem Island
- Grand Mosque Abu Dhabi
- Opera Tower-1 , Dubai
- Saadiyat Villas Project, Abu Dhabi
- Moon Flower City , Mussafah

TRAININGS

- Electrician from Skill Development Council (6 Months)
- Basic First Aid Course by Gulf Technical & Safety Training Center LLC

COMPUTER SKILLS

- Microsoft Word , Excel and Power Point
- Adobe Photoshop
- Operating System Installation and Maintenance

EDUCATION

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| • BBA | Brains Post Graduate College & University
Peshawar, Pakistan |
| • Diploma In Information Technology | Peshawar Board Pakistan |
| • Matriculation Science | Swat Board Pakistan |

PERSONAL DETAILS

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| • Name | Muhammad Adnan Khan |
| • Date of Birth | 12 th April, 1982 |
| • Nationality | Pakistani |
| • Linguistic Skills | English, Urdu, Hindi, Pushto , Arabic |
| • Marital Status: | Married |
| • Driving License | A valid UAE Driving License |