

# Suhaib Ahmed Khan

Marketing & Managing Executive.

Able to handle multiple tasks on a daily basis, Uses a creative approach to problem solving, Have experience of working as part of a team and individually.



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☎ 0323-4733547

📍 Lahore, Pakistan

## WORK EXPERIENCE

### General Manager. H.S MOTORS

12/2018 - 8/2021

Jail Road, Lahore.

Automotive Showroom.

#### Achievements/Tasks

- Held the responsibility of managing company's Sales & After sales department.
- Held Responsibility of evaluating platform vehicles and dealing clients of Both Sale and After Sales.
- Workshop inventory management.
- Joined as Sales Junior and got Promoted to General Manager.

Contact : Dr. Syed Majid Ejaz (CEO H.S MOTORS) - 0321-4430187

### Assistant Sales Manager Suzuki Summit Motors Pvt Ltd.

09/2021 - 8/2021

Sheikhupura Rd Lahore.

Suzuki Authorized Dealership.

#### Achievements/Tasks

- Holds the responsibility of all Sales Staff Management & Team Handling.
- Achieving Sales Targets & Marketing Visits.
- Joined as Sales Executive & promoted to Assistant Sales Manager.

Contact : Saira Sarwat (General Manager Sales) - 0324-4004164

## EDUCATION

### Intermediate Govt Islamia College Civil Lines Lahore

05/2017 - 05/2019

#### Courses

- ICS with Physics, Mathematics and Computer Sciences.

### Graduation Aspire College Affiliated by GCUF

09/2019 - 10/2023

#### Courses

- Bachelors in Computer Sciences.

## SKILLS

Product knowledge.

Client acquisition and retention.

Written and verbal communication.

Self-motivation & Time Management.

Goal setting and forecasting.

Strong communication skills.

## PERSONAL PROJECTS

### E-BAZAAR. (05/2023 - 8/2021)

- E-BAZAAR is an android application in which a person/user can sale/purchase & rent out products according to his needs.
- Completed all the documentation of the whole project including the diagrams and Work Breakdown Structure.
- Also Helping teammate in doing the coding process i.e., Front End Processing.

## ACHIEVEMENTS

SPOKEN ENGLISH. (04/2016 - 08/2016)

MS OFFICE MANAGEMENT COURSE.  
(02/2017 - 06/2017)

MOBILE REPAIRING AND SOFTWARE COURSE.  
(05/2018 - 10/2018)

FRONT END CODING (HTML & CSS). (08/2022 - 8/2021)

Freelancing at online Platforms. (05/2020 - 8/2021)

## LANGUAGES

URDU.

Full Professional Proficiency

ENGLISH

Full Professional Proficiency

CHINESE.

Elementary Proficiency

## INTERESTS

Learning languages.

Marketing.

Volunteering and community involvement.

Photography.