



## Contact

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## Education

2011-2013

MBA (Marketing &  
International business)

Galgotias University Greater  
noida, India

2008-2010

Bachelor of Science(L)  
Radiology

I.P.M.T, New Delhi  
India

2009-2010

Advance Diploma in  
Computer Application

Universal Computer Centre  
(Regd. By Govt. of NCT of Delhi),  
Badarpur, New Delhi  
(Part time)

## Imran Khan

MARKETING MANAGER & H.R with Min. 9 Years Sales Experience

- Seeking a challenging assignment in **MARKETING** and **INTERNATIONAL BUSINESS** with a growth oriented organization.
- To obtain a position in an organization where I can utilize my skills, educational background, and ability to work well with people which enables me to make a positive contribution to the organization to maximize my management skills, quality assurance, program development, and training experience.

## PROFESSIONAL EXPERIENCE

- **COMPANY NAME** : AYESHA TARIN MODERN PUBLIC SCHOOL  
**DESIGNATION** : MANAGER- MARKETING & HRM  
**JOB PERIOD** : AUGUST, 2015 TO PRESENT

### **JOB RESPONSIBILITIES:**

- Responsible for various job roles as **Sales & Marketing Activities, Human Resource work, Accounting, Purchasing, New Building Projects Management.**
- Responsible for handling **digital marketing activities through social media sites** like facebook, website, twitter etc for branding of school.
- Planning and execution of communication campaigns for **all classes at our boarding school (advertising, direct mailing, field marketing campaigns ,organizing seminars at schools and colleges** and any other required campaigns to attract prospective students).
- Plans and executes all web, database **marketing**, email, social media, and display advertising campaigns.
- Managing organization staff, including **coordinating and supporting the recruitment process.**
- Accounting responsibilities include **auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns.**
- Supports organization staff by establishing a **recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews;** and recommending changes
- Completes **human resource operational requirements by scheduling and assigning employees** and following up on work results
- Planning, and executing the **entire sales cycle (from lead generation to deal closure)** for self; also guiding and mentoring the team in the same activity.

- **COMPANY NAME** : KONCEPT AUTOMOBILES PVT LTD  
(MAHINDR FOURWHEELR SHOWROOM)  
**DESIGNATION** : EXPERIENCE EXECUTIVE (SR. SALES CONSULTANT)  
**JOB PERIOD** : JANUARY,2014 TO MARCH, 2015.

### **JOB RESPONSIBILITIES:**

- Responsible for **selling Premium Brands as Mahindra XUV, Mahindra Rexton** etc.
- Assisting **customers with questions, needs and purchases.**

## 2006-2008 Diploma in XET

Jamia Hamdard University, Delhi

### Certificate Course

2017-2018

#### Field Technician - Networking and Storage

A.I.M.T, Aligarh (PMKVY Centre,  
Govt of India)

2015-2016

#### Course on Computer Concepts NIELIT (Govt. of India), New Delhi .

### Computer Skills

- MS Office
- Google Spreadsheet

### Internship

- **Company Name:** ITC Ltd
- **Job Responsibilities:**  
Comparative analysis of  
Soaps & Shampoos.
- **Project Title:** Comparative  
Analysis of Soaps and  
Shampoos of ITC Ltd., with  
HUL, P&G, GODREJ.
- **Details of the projects:** To  
do comparative analysis of all  
types of soaps and shampoos  
of itc ltd with other companies  
by collecting raw data and  
questionnaires from 4  
organized retail formats.

### Personal Information

- Date of Birth: 15.05.1989
- Nationality: Indian
- Marital Status: Married
- Linguistic Skills: English,  
Hindi

- Demonstrates **automobiles by explaining characteristics, capabilities, and features; taking drives;** explaining warranties and services.
- Assisting the **customers for finance of vehicles and exchange of vehicles** too.
- Closes sales by overcoming objections; asking for sales; negotiating price; completing sales or purchase contracts; explaining provisions; explaining and offering warranties, services, and financing; collects payment; delivers automobile.
- Built and maintained internal and external customer satisfaction
- Stock check and inventory management
- Enhances dealership reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

- **COMPANY NAME : UTILITY POWERTECH LTD, BADARPUR, NEW DELHI**

**DESIGNATION : RADIOGRAPHER**

**JOB PERIOD : April, 2009 TO August, 2011.**

#### **JOB RESPONSIBILITIES:**

- X-ray procedures for whole body.
- Dark room procedure.
- Fluoroscopy, Dental xrays etc
- ECG, PFT of Patients.
- Ultrasound procedure.

- **COMPANY NAME : AXIS INFOVISTA PVT LTD. (International BPO)**

**DESIGNATION : CUSTOMER SALES ASSOCIATE**

**JOB PERIOD : OCTOBER, 2008 TO MARCH, 2009**

#### **JOB RESPONSIBILITIES:**

- contact businesses or private individuals by phone
- deliver prepared sales scripts to persuade potential customers to purchase a product or service
- UK outbound calling process for Debt Management.
- identify and overcome objections
- take the customer through the sales process
- maintain customer/potential customer data bases
- Cracking the deal to achieve targets
- To maintain a good relationship over the phone.

### **AWARDS AND ACHIEVEMENTS :**

- Worked for 3 days as event service assistant in Formulae One Paddock Club, 2012 at Buddha International Circuit, Uttar Pradesh.
- Certificate of coordination of workshop held by Nurture Talent Academy & Confluence 2012-International Business Summit of IIM Ahmadabad.
- Worked G-QUASAR FEST, 2013 as a Core Team Head and to control all Management activities.
- Certificate of appreciation for working as a volunteer in FORMULAE-1(DELHI).