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# AFFAN ALI KHAN

Regional Sales Manager

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Riyadh, Saudi Arabia



## SUMMARY

Accomplished Sales and Operations Leader with expertise in driving revenue growth and optimizing operational efficiency. Proficient in client servicing and report generation, utilizing advanced software to enhance productivity and facilitate data-driven decision-making. Proven track record of exceeding sales targets while delivering innovative solutions that create value for both the organization and its clients. A strategic problem solver dedicated to fostering collaboration and achieving success.

## EDUCATION

**University of Sindh**  
Bachelor's Degree  
2009

## SKILLS DEVELOPMENT

- Procurement Exceptional Leadership & Management.
- Powering Profit Excel & Power BI for Elite Financial Modeling.
- Management Development Program.
- Effective Time Management.
- Takaful Concepts and Practices.
- Corporate Training for Regional Coordinators.

## CERTIFICATIONS

- Certificate in Business Administration, London

## AWARDS

- 2023** : Highest Business Producer of the region.
- 2022** : Highest Business Producer of the region.
- 2020** : Outstanding Contribution towards the achievement of the Annual Sales Target.
- 2019** : Outstanding Contribution towards the achievement of the Annual Sales Target.

## PROFESSIONAL EXPERIENCE

### Regional Sales Manager

Print Me Factory | May 24 - Present | Riyadh

- Conducted in-depth market research to identify and secure new business opportunities, resulting in increased revenue.
- Developed and implemented strategic sales plans to drive regional expansion and improve market share.
- Collaborated with cross-functional teams to design customized solutions that enhanced customer satisfaction and loyalty.
- Increased market presence by leading participation in industry events and networking opportunities.

### Senior Relationship Manager Corporate Sales

Pak Qatar Takaful | Jan 22 - May 24 | Islamabad

- Cultivated relationships with corporate clients, brokers, and partners to drive business growth.
- Identified new business opportunities through in-depth lead generation.
- Consistently surpassed revenue targets, contributing to overall company success.
- Implemented client retention programs to boost loyalty and repeat business.
- Utilized CRM tools to manage client interactions and streamline sales processes.
- Passionate about data maintenance, leveraging insights to drive strategic decisions.
- Collaborated with cross-functional teams to effectively resolve client issues.
- Delivered presentations and reports to support data-driven decision-making.
- Managed and mentored a sales team, fostering professional development.

### Admin & Procurement Executive

Arazee.com | Jan 23 - Dec 23 | Islamabad

- Managed asset maintenance and oversaw document management.
- Controlled expenses for office and vehicle maintenance.
- Coordinated logistics for travel and events.
- Led procurement activities, including collecting quotes, negotiating with suppliers, and issuing purchase orders.
- Verified invoices and coordinated payment processing with finance.

## SKILLS

- Data Collection & Analysis
- Management & Administration
- Lead Generation
- Business Development
- Customer Retention Tactics
- Sales Forecasting
- Closing Techniques
- Account Management
- Smart Negotiation Technique
- Product Presentation & Demonstration
- Operational Intelligence Solutions
- Client Relationship Management
- Policies & Procedures
- Pressure Handling
- Time Management
- Project Coordination
- Multi-tasking
- Problem-Solving
- Team Collaboration
- Adaptability
- Proficiency in CRM Software
- Microsoft Office Suite (Excel, PowerPoint, Word)

## IQAMA STATUS

- Transferable

## NATIONALITY

- Pakistan

## AVP - Corporate Sales

Salaam Takaful Limit | Sep 19 - Dec 21 | Islamabad

- Developed and executed strategic sales plans to drive revenue growth.
- Cultivated relationships with key clients and partners to enhance business opportunities.
- Analyzed market trends to identify new opportunities and refine sales strategies.

## Senior Executive Officer - Corporate Sales

Pak Qatar Takaful | May 15 - Sep 19 | Islamabad

- Support the sales team with daily operations and administrative tasks.
- Assist in identifying new business opportunities through market research and lead generation.
- Engage with clients to understand their needs and provide relevant product information.
- Prepare sales presentations and proposals to effectively communicate product value.
- Maintain accurate records of sales activities and client interactions in CRM systems.
- Prepare monthly and annual reports analyzing sales data and performance metrics.
- Participate in team meetings to discuss strategies and performance metrics.
- Collaborate with senior sales executives to close deals and achieve sales targets.

## Senior Executive Delegate Acquisition

Marcus Evans | Jun 14 - Apr 15 | Karachi

- Develop and implement strategies for lead generation to attract potential delegates.
- Identify and engage potential delegates through targeted outreach and relationship building.
- Track and analyze acquisition metrics to refine strategies and improve attendance rates.

## Accounts Assistant

ZIMS Security | Sep 12 - Oct 13 | Islamabad

- Prepared and maintained monthly client invoices.
- Managed salary records for supervisors and guards.

## Assistant Credit Analyst

Habib Bank Limited | Apr 08 - Mar 12 | Karachi

- Processed personal loan & credit cards applications and conducted system UAT.
- Monitored credit-related MIS and performed quality assurance analysis.
- Assessed customer credit worthiness and conducted internal checks.

## Shift Manager

McDonalds | Aug 05 - Jul 07 | London

- Led team members to achieve operational excellence and deliver exceptional customer service.
- Addressed customer inquiries and resolved issues promptly.
- Managed store operations, including inventory control and cash handling.