



ALI ZAMEER KHAN

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Contact

Phone

+92 321 2114898

+92 332 3123898

Email

ali.zameer94@live.com

Address

A-2/1 Saima Terrace Block 4

Gulshan Iqbal Karachi

Education

2019

Bachelors in Business Administration

Iqra University

2012

Intermediate

Jauhar College of Information

Technology & Management Sciences

2010

Matriculation

Metropolitan Academy - Main Campus

Expertise

- Microsoft Office
- Sales & Marketing
- Strong Communication Skills
- Real Estate
- Project Management Skills
- Multi-tasking
- Negotiating Skills
- Administrative Skills
- Adaptability

Language

English

Urdu

Experience

○ 2020 - 2021

Zameen.com

Assistant Manager Project Sales

- Responsible for maintaining daily KPIs
- Responsible for maintaining monthly target report
- Responsible for manage team target on monthly basis
- Responsible for highlighting new projects acquisition areas
- Responsible for coordination with builders & developers
- Responsible for having regular training of team
- Responsible for achieving monthly targets
- Responsible for meetings with clients & investors
- Responsible for arranging Property Sales Event periodically

ACHIEVEMENT

- Received highest revenue scorer award on first quarter from Director South.
- Incentives during job on target achievement.

○ 2019 - 2020

Educational services private limited- Beaconhouse School System

Administrative Coordinator

- Responsible for fixed asset register maintenance
- Responsible for day-to-day procurement for operations.
- Responsible for maintenance and upkeep of branch.
- Responsible for organizing events of branch.
- Responsible for dealing govt. authorities w.r.t branch.
- Responsible for capital expenditure budgeting

○ Feb 2014 - July 2014

ORATOIRE PAKISTAN (INTERNSHIP)

External Marketing Manager

- Arranged public speaking awareness session at different schools in Karachi.
- Arranged public speaking awareness session at Iqra University, North Campus.
- Arranged public speaking awareness session at Paf-Kiet University, City Campus.
- Arranged three months public speaking classes for the selected students at IBA Karachi.
- Arranged public speaking sessions at IBA
- Responsible for social media marketing.

○ Extra Curricular Activities

- Socially interacted with different University's society.
- Represented my college in various sports competitions.
- Participated in different social activities.
- Worked as a **Management Team Member** in Karachi University Model United Nation.
- Attended Motivational Speaker session "**JURO GE TOU JANOG**" at Rangoonwala
- Worked as Organizer Team in **Pakistan Auto Part Show 2015**
- Worked as Management Team with **PETROL SOLUTION** in Pakistan Auto Part Show 2017.
- Served as Head of Operations in Iqra University Official Dramatics society 2017.
- Served as **Director Management** in Iqra Univeristy Official Dramatics society 2018.
- Arranged Theatre event "**Karwaan-e-Mohabbat**" at Arts council of Pakistan in 2018.
- Arranged Theatre event "**Natak**" at Campus.
- Arranged Theatre event **Daastan-e-Parwaaz** at **Career Expo 2018**
- Arranged Theatre event "**Hum laye hain toofan se kashti nikal kay**" at Main campus on Independence Day celebration.
- Arranged Theatre event "**Alluddin & Sons**" at Campus.
- Served as Volunteer in **Career Expo 2018**, held at Expo Centre Karachi.
- Arranged Theatre event "**Hum laye hain toofan se kashti nikal kay**" at North campuson Defense Day Celebration.
- Arranged Sufi night at campus.
- Worked as Organizer Team with **PETROL SOLUTION** in **Pakistan Auto Part Show 2019**