

AAMIR NAWAZ KHAN

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Al Khobar, Saudi Arabia

PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with extensive experience in operations supervision, transportation management, sales, and client relations. Proven track record in coordinating large-scale transportation projects, managing high-profile client accounts, and leading teams to deliver exceptional services. Additionally, I have studied Supply Chain Management, Digital Marketing, Human Resources, Finance, Business Development, and other core business disciplines as part of my degree, enhancing my expertise across logistics, marketing, financial management, and organizational growth. Background in IT solutions sales, customer support management, and creative freelancing.

STRENGTHS AND EXPERTISE

- Transportation & Logistics Management.
 - Client Relationship Management.
 - SAP Ariba & ORACLE
 - Microsoft Office
 - Project Coordination.
 - Team Leadership & Development.
 - IT Sales & Business Development.
 - Video & Photo Editing.
 - Social Media Management.
 - Problem Solving & Decision Making.
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PROFESSIONAL EXPERIENCE

SQETS- Transportation Address for Organizing Trips. - Saudi Arabia
Operations Supervisor

September 2024 - Present

- Oversee transportation requirements for clients including Schneider Electric Systems, Mitsubishi Power Saudi Arabia, Airproducts Quadra, Safeen Subsea, KFUPM, Aviva, SIXT (SAMARA), Lee C. Moore, Film Masters, and others.
- Coordinate transportation for engineers, executives, and visitors to sites such as Khurasania Gas Plant, ARAMCO Zuluf Site, Shaqaiq Steam Power Plant, Wasit Gas Plant, Shaybah GOSP-1, Amiral Site, and more.
- Ensure operational compliance with safety and quality standards, meeting strict project timelines.
- Coordinate with different suppliers through SAP Ariba, Achilles & ORACLE Supplier Portals.
- Gained extensive exposure to diverse companies, successfully building and maintaining strong professional relationships to ensure seamless coordination and client satisfaction.

YJMB IT Services PVT LTD. - Pakistan
Sales Representative

April 2022 - June 2024

- Built and maintained relationships with clients, assessing needs and delivering tailored IT solutions.
- Services offered: Web Development, App Development, Web Hosting, IPTV Services, E-commerce Solutions, SEO & Digital Marketing, Graphic Design.
- Negotiated contracts, prepared proposals, and followed up on leads to achieve sales objectives.
- Maintained continuous communication with the IT support team, which helped me become familiar with technical IT terminology and improved my ability to understand and address client needs effectively.

Aspirant Technologies – Pakistan
Floor Supervisor – CSR Department

February 2019 - January 2020

- Managed CSR team to ensure top-tier customer service and sales targets were met.
- Provided coaching, conducted performance evaluations, and handled escalations.
- Organized shift schedules, monitored call quality, and optimized team productivity.

Freelancing

January 2016 - March 2020

Social Media Manager & Photo, Video Editor

- Provided video editing, photo retouching, and creative content services to small content creators.
- Managed YouTube channels and Facebook pages, optimizing content for engagement and growth.
- Created promotional visuals and ensured brand consistency across platforms.

EDUCATION

National University of Modern Languages - Islamabad, Pakistan

2020 - 2024

Bachelors of Business Administration (BBA Honours)

Subjects: Supply Chain Management, Marketing, Human Resource, Accounting & Finance.

F.G Sir Syed Public College The Mall - Rawalpindi, Pakistan

2016 - 2018

FS.c (Pre Medical)

Majors: Physics, Chemistry & Biology

National University of Modern Languages TEVTA - Islamabad, Pakistan

2017 - 2017

Chinese Language Certification.

Army Public School & College Systems The Mall - Rawalpindi Pakistan

2013 - 2015

Matriculation in Science

Majors: Physics, Chemistry, Biology & Mathematics.

LANGUAGES

English: Fluent

Urdu: Native

Arabic: Basic

Chinese: Basic