

Muhammad Hasham Khan

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Address: Riyadh, KSA

Nationality: Pakistan

Visa: Work | Iqama: Valid/Transferable

Professional Summary

Results driven Sales and Administrative Professional with 7+ years extensive experience in sales execution, administrative support, and success in real estate and banking sectors. Adept at managing sales operations, providing administrative assistance, and ensuring seamless exam processes. Proven ability to drive revenue growth, improve operational efficiency, and support organizational goals through strong technical and interpersonal skills.

Core Skills:

- Sales and Business Development
 - Administrative Support
 - Customer Relationship Management (CRM)
 - Data Entry and Documentation
 - Process Improvement
 - Communication and Negotiation
 - Time Management
 - Problem-Solving
 - MS Office Suite (Excel, Word, PowerPoint)
 - CRM Software
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Professional Experience:

Property Consultant

Reportage Properties, Riyadh, KSA | 2025 (6 Months)

- Conducted sales activities including prospecting, lead generation, and client relationship management.

- Achieved and exceeded monthly sales targets by implementing strategic selling techniques.
- Negotiated contracts and closed deals with clients, ensuring customer satisfaction and retention.
- Provided detailed reports on sales performance and market trends.

Senior Sale Executive

Eighteen (**ORA Developers**), Islamabad, Jan 2024- Dec 2024

- Sell residential, commercial, and investment property to both international and Domestic, individual and corporate clients.
- Ensure timely submission of sales reports, forecasts, and CRM updates.
- Conduct property tours, virtual presentations, and on site visits, provide market insights and help clients with investment decisions.
- Provide clients with clear information on pricing, location and payment plans.

Senior Sale Executive

GM Marketing (**Blue World City**), Oct 2021- Dec 2023, Pakistan

- Identify and approach potential buyers or investor through Various channels (Calls, social media referrals property expos).
- Build and maintain strong relationships with existing and new clients.
- Conduct regular follow-ups and provide excellent post-sale service.
- Provide clients with clear information on pricing, location and payment plans.

Business Development Officer

Soneri Bank, Islamabad, Pakistan | 2021 – 2021

Promote and sell banking products such as:

- Savings and current accounts
- Business loans, personal loans, and auto financing.
- Meet or exceed monthly and quarterly sales target.
- Track progress and report performance to the sales
- Coordinated with customers to process orders and resolve inquiries.

Sales Executive

Silk Bank, Islamabad, Pakistan | 2020 – 2021

- Developed and maintained relationships with clients to drive sales growth.
- Business loans, personal loans, and auto financing.
- Meet or exceed monthly and quarterly sales target.
- Track progress and report performance to the sales.
- Assisted in promotional activities and marketing campaigns.

Bancassurance Officer

Bank Alfalah, Pakistan, 2018-2020

Promote and sell life, health, and general insurance products to bank customers:

- Use the bank's customer database to identify potential clients.
- Meet or exceed monthly sales targets assigned by the bank or insurance company.
- Build and maintain strong relationships with both walk-in and existing bank Customers.
- Understand customer needs and recommend suitable insurance plans.
- Explain insurance policy features, benefits, exclusions, and premium structures.

Key Achievements:

- Successfully contributed to increased sales revenue through strong client engagement and negotiation.
- Improved sales processing efficiency by implementing streamlined administrative procedures.
- Recognized for outstanding performance in sales and customer service.
- Enhanced administrative operations, reducing errors and improving workflow efficiency.

Technical Skills:

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Customer Relationship Management (CRM) Software
- Enterprise Resource Planning (ERP) Systems
- Data Entry and Reporting Tools
- Email and Calendar Management

Education & Certifications:

- SSC | Frontier Children's Academy | 2008 – 2010
 - F.SC Pre-Engineering | ICMS College | 2010 – 2012
 - IELTS Certification | British Council | 2012 – 2014
 - Bachelor of Arts | Gomal University | 2014 – 2016
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Languages:

- English: Fluent (Verbal, Written, Speaking & Reading)
 - Urdu: Fluent (Verbal, Written, Speaking & Reading)
 - Pashto: Native
 - Arabic: Beginner Level
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References:

Available upon request.