



Muhammad Danish Khan

Assistant Manager

CONTACT ME

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Hor Al ANZ, Deira Dubai

EDUCATION

Intermediate

Board Of Intermediate Education, Karachi
2000 - 2002

Matriculation

Board Of Secondary Education, Karachi
1996 - 1997

ACCOUNTS SKILLS

- Financial Management
- Billing and Invoicing
- Accounting Software's (SAP)
- Financial Analysis and Reporting
- Team Leadership and Training
- Compliance and Regulation
- Microsoft Office Suite (Excel, Word, PowerPoint)

OBJECTIVE

"Dynamic and results-oriented professional with over 19 years of experience in sales and marketing, aiming to leverage my proven track record of driving revenue growth and implementing effective marketing strategies. Proficient in market analysis, relationship building, and strategic planning, with a focus on delivering exceptional customer satisfaction and exceeding sales targets. Seeking an opportunity to contribute my expertise and drive success within a forward-thinking organization."

WORK EXPERIENCE

Assistant Manager Accounts & Billing 2020 - 2023

Arabian Sea Country Club Ltd.

Key Achievements and Responsibilities:

- Managed day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger maintenance.
- Oversaw the billing and invoicing process, ensuring accuracy, completeness, and timely delivery to clients.
- Conducted regular financial analysis to provide insights and recommendations for optimizing revenue streams and cost management.
- Prepared financial statements and reports, analyzing variances and trends to support decision-making at both operational and executive levels.
- Coordinated with internal and external auditors to ensure compliance with accounting standards and regulatory requirements.
- Mentored and supervised a team of accountants, providing guidance and training to enhance their skills and productivity.
- Recorded, classified, and summarized financial transactions to maintain accurate and up-to-date accounting records.
- Assisted in the development of financial budgets and forecasts, and monitored performance against these targets.
- Reconciled accounts and ensured the accuracy and integrity of financial data.
- Collaborated with cross-functional teams to improve financial processes and enhance efficiency in reporting and analysis.
- Conducted periodic audits to ensure adherence to accounting policies and procedures.
- Managed relationships with vendors and clients regarding billing and financial transactions.

SALES SKILLS

- Strategic Planning
- Team Leadership
- Market Research
- Product Launches
- Budget Management
- Advertising and Promotion
- Sales Forecasting
- Customer Relationship Management
- Cross-functional Collaboration
- Data Analysis

LANGUAGE SKILLS

- **Urdu**
- **English**

SOFTWARE

- Dealer Management Information Systems
- ERP ORACLE BASE (Accounts Software)
- Hotel Reservations Systems (Booking)
- MS Office / Windows Formats
- CRM (Customer Relationship Management Software) Pak Suzuki Motors Co, Ltd

AREA OF INTEREST

- Management
- Operations
- Planning
- Data Analyzing
- IT Infrastructure

Assistant Manager of Sales and Marketing 2001 - 2020

Pak Suzuki Motor Co, Ltd | Karachi. (Dealerships)

Key Achievements and Responsibilities:

1. Sales and Market Growth:

- Spearheaded the development and execution of annual sales and marketing strategies, resulting in consistent year-over-year sales growth.
- Achieved and exceeded sales targets by identifying market trends and customer preferences, tailoring product offerings, and implementing effective pricing strategies.

2. Product Launches and Promotions:

- Played a pivotal role in the successful launch of new vehicle models, ensuring effective market positioning, branding, and promotional activities.
- Collaborated with the product development team to provide market insights and customer feedback, contributing to product improvements.

3. Team Leadership:

- Managed a dynamic team of sales and marketing professionals, providing mentorship, training, and guidance to maximize their potential.
- Fostered a collaborative work environment and promoted teamwork to achieve common goals.

4. Market Research and Analysis:

- Conducted comprehensive market research, competitor analysis, and customer surveys to identify opportunities for growth and areas of improvement.
- Utilized data-driven insights to make informed decisions and adapt marketing strategies accordingly.

5. Advertising and Promotion:

- Oversaw the creation and execution of advertising campaigns, including print, digital, and social media, resulting in increased brand visibility and customer engagement.
- Implemented innovative promotional activities and events to boost sales and customer loyalty.

6. Budget Management:

- Developed and managed annual marketing budgets, optimizing resource allocation and ensuring cost-effective marketing initiatives.
- Regularly tracked expenses and monitored ROI to maintain profitability.

IT SKILLS

- IT Infrastructure Management
- Customer Relationship Management
- Help Desk Support
- Database Management
- Project Coordination
- Technical Training
- IT Policies and Procedures
- Cross-functional Collaboration
- Technology Integration
- Data Security and Compliance

Assistant Manager IT & Customer Relations

2005 - 2020

Pak Suzuki Motor Co, Ltd | Karachi. (Dealerships)

Key Achievements and Responsibilities:

1. IT Infrastructure Management:

- Led the IT team in managing the company's IT infrastructure, ensuring smooth operations, network security, and system upgrades.
- Implemented effective IT policies and procedures to enhance efficiency and maintain compliance with industry standards.

2. Customer Relationship Management:

- Established and maintained positive relationships with customers, addressing their queries, concerns, and feedback to ensure high levels of satisfaction.
- Developed and implemented strategies to improve the overall customer experience and retention rates.

3. Help Desk and Support:

- Oversaw the IT help desk, providing technical support to internal teams and customers, troubleshooting issues, and resolving IT-related problems promptly.
- Conducted training sessions to educate staff on IT systems and best practices, enhancing overall IT literacy within the organization.

4. Database Management:

- Managed and maintained databases to ensure data accuracy, security, and accessibility for authorized personnel.
- Streamlined data entry processes and implemented data quality checks to minimize errors and enhance data reliability.

5. Project Coordination:

- Collaborated with cross-functional teams to execute IT projects, ensuring timely completion and alignment with organizational goals and objectives.
- Coordinated project timelines, resource allocation, and progress tracking to meet project milestones.

6. Technology Integration and Upgrades:

- Spearheaded the integration of new technologies and software solutions to optimize business processes and increase operational efficiency.
- Conducted regular assessments of existing systems and recommended upgrades or improvements to align with evolving business needs.