

# Muhammad Zarak Khan

## OBJECTIVE

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To be part of a dynamic organization, where growth is interpreted not only in monetary and career progression but the essence should be driven in form of mental & professional development.

## EDUCATION & QUALIFICATION

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### Master of Business Administration (General)

SZABIST, Islamabad  
2017-2018

### BS COMMERCE :

University of Peshawar, KPK, Pakistan  
2012-2016

### DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

Khyber Pukhtunkhwa Board of Technical Education (KP BTE)

Marks: 1107/1400

## VOLUNTEER WORK

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- **Deputy Chief Organizer** at Sheen-Watan (2015-2016)
- Work in Earth quack, IDP's, Flood Recovery projects:  
(July 2010- May 2011)

Nationality: Pakistani.

NIC#:17201-8974459-5

Domicile: Nowshera

Religion: Islam.

Date of Birth: 25-12-1991

Mailing Address: 169-E,  
Asc colony, Nowshera Cantt,  
KPK

Mob: +92-332-2972323

Email:

xarak.khan.zk@gmail.com

## **EXPERIENCE:**

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- Currently working with **DIMOND TRAVELERS** as a Business Development assistant by performing the following duties:
  - Territory Management
  - Developing positive relationships and handling customers
  - Preparing quotes
  - Collecting and processing payments.
  - Sending out tickets to clients.
  - Keeping clients up to date with any changes
  - Meeting sales goals
  
- **Intern - Mujahid group of Industries, Islamabad**  
Worked as an Internee at Mujahid group of industries with **Marketing Team** by performing the following responsibilities;
  - Creating a wide range of different marketing materials.
  - Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
  - Coordinating marketing campaigns with sales activities.
  - Planning and implementing promotional campaigns.
  
- **Intern – The Bank of Khyber**  
During my working period with BoK my responsibilities were:
  - Developing a network of local business contacts
  - Promoting the bank's services
  - Maintaining statistical and financial record
  - Opening new accounts
  - Filling documents

## **REPORT WRITING:**

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- Report writing on Toyota Khyber Motors.

## **SEMINARS ATTENDED:**

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- Business Research Methods and Techniques.
  - Customer Relationship Management.
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### **SKILLS:**

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- MS-Office2007 (MS-Word, MS-Excel, MS-PowerPoint)
- Strong analytical skills, and creative problem solving
- Can speak fluently English, Urdu & Pashto
- Have Excellent Presentation, Communication & Organizational skills.
- I am a good team player with proven leadership qualities.

### **EVENT ORGANIZED:**

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- Education Expo at Pearl Continental Hotel, Peshawar.
- Planting campaigns in different Govt. Schools and Colleges.