

# **ADAN ALAM KHAN**

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## **OBJECTIVE**

In quest of enriched assignments in Marketing & Sales in an organization of high repute, which gives me immense exposure & career building opportunities for my personal & professional growth.

Hence, adding value to the esteemed organization by becoming an asset for the company for its sustainable and long term growth.

## **WORK EXPERIENCE**

### **1. Marketing & Sales of AIRTEL**

Worked at Airtel (On Payroll of: V5 GLOBAL SERVICES)

Work Profile : for the promotion of Airtel Products broadband , SIM postpaid & prepaid selling, Airtel TV App, NETFLIX Plan, Family Plan, Amazon Prime Plan Packages, Customer Service (Sales & Support)

Location: Gurgaon

Position: Customer Relationship Officer

Period: 8 months (Since November 2018 To June 2019)

### **2. Marketing & Sales of VALVOLINE CUMMINS**

Work profile: Providing Customers support and services at office and fulfilling field requirements, Invoice generation, and Account reconciliation, Meeting customers on field on daily basis.

On Payroll of: J.S enterprise, an Authorized sole distributor for Valvoline Cummins Pvt. Ltd.

Location: Roorkee & Haridwar.

Profile: Business Development Officer

Period: 2014-2015 (1 Year 2 months)

## **ACADEMIC QUALIFICATION**

<b>COURSE</b>	<b>INSTITUTION</b>	<b>BOARD/UNIVERSITY</b>	<b>YEAR OF PASSING</b>	<b>DIVISION</b>
<b>MBA</b> (DUAL – MARKETING & FINANCE )	The Glocal School of Management and Commerce	The Glocal University	<b>2017</b>	<b>1<sup>st</sup></b>
<b>B.com</b>	B.S.M PG College Roorkee	H.N.B Garhwal University	<b>2013</b>	<b>2<sup>nd</sup></b>
<b>12<sup>th</sup></b>	Doon Public School Roorkee	CBSE Board	<b>2010</b>	<b>1<sup>st</sup></b>
<b>10<sup>th</sup></b>	Doon Public School Roorkee	CBSE Board	<b>2008</b>	<b>2<sup>nd</sup></b>

## **SKILLS**

- Ability to maintain excellent relationship with clients, partners, managers & others
- Good observer and can handle any kind of situation

## **COMPUTER PROFICIENCY**

- Basic Knowledge of Computers and internet applications.
- PowerPoint, MS word, Excel, and Tally ERP-9

## **INTERNSHIP** - Summer internship at ITC Ltd. Haridwar

- **Topic-** “Ratio Analysis”
- **Responsibility-**To Visit the warehouse and packaging dept. for updating the entries in excel

## **PERSONAL DETAILS**

- |                              |   |
|------------------------------|---|
| ➤ <b>FATHER’S NAME</b>       | : Rauf Alam Khan                                |
| ➤ <b>DATE OF BIRTH</b>       | : 26/08/1993                                    |
| ➤ <b>GENDER</b>              | : Male  |
| ➤ <b>MARITAL STATUS</b>      | : Unmarried                                     |
| ➤ <b>LANGUAGES KNOWLEDGE</b> | : Hindi, English, Urdu                          |
| ➤ <b>PRESENT ADDRESS</b>     | : D-6, Abul Fazal- 1, Jamia Nagar, South Delhi  |
| ➤ <b>PERMANENT ADDRESS</b>   | : Pathanpura, Roorkee Distt. Haridwar, U.K.     |
| ➤ <b>HOBBIES</b>             | : Listening music, Playing Cricket & Volleyball |