

Feroz Khan

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A professional with more than 18 years of experience in administration, logistics, market research and Treasury Accounting possessing excellent negotiation, problem solving and communication skills; seeks an assignment as Administration /Treasury in any Industry.

Professional Experience

EC SABIR CONSTRUCTION COMPANY, MALAPPURAM – KERALA-INDIA **General Manager, 2023 Onwards**



- Managing day-to-day operations
- Delegating roles and responsibilities to teams
- Driving performance towards business goals
- Tracking and assessing the performance of teams
- Managing timelines for successful and timely delivery of duties
- Developing and justifying vertical-specific budgets
- Overseeing resource allocation while maintaining budgetary control
- Enforcing business policies, procedures, and processes
- Ensuring adherence to legal and administrative guidelines
- Resolving internal and external conflicts through mediation
- Billing and follow-up of receivables

Banaja Holdings, JEDDAH - SAUDI ARABIA **Treasury Accountant, 2013-2023**



Responsibilities:

- Preparation of fund transfers / money transfers to various suppliers & vendors.
- Maintain and administered Treasury documents including Letters of Credit, banking agreements and facilities.
- Bank reconciliations, Cash in-flow, cash out flow and treasury budget.
- Follow-up with banks on transfers, LCs and facilities.
- Identified and resolved any discrepancies found
- Prepare monthly bank reconciliations
- Working on Accounts Receivables & Accounts Payable.
- Act as primary point of contact to the Treasury & Finance Division.

Major Achievements:

- Competently supported the Treasury Department and streamlined the treasury functions.



SAUDI IMPORT COMPANY, JEDDAH - SAUDI ARABIA

Administrative Officer, 2005-2013

Saudi Import Company is one of the leading pharmaceutical agency in the Middle East Region.

Responsibilities:

- As Administrative Officer, assist the Manager in day to day administration and general management.
- Utilize the latest techniques in employee motivation, performance appraisal and enhancement and improve employee efficiency and effectiveness.
- Interact with individual employees, help them set Key Result Areas and Key performance Indicators, monitor, apprise and give feedback on their performance.
- Coordinate with other branches of Admin Departments and streamline the operations.
- Coordinate with other departments, such as Personnel, IT, Finance, Planning etc
- Manage local purchases, through transparent tender awarding process and control inventory and maintain records.
- Generate monthly reports on Administrative activities.
- Handle the administrative correspondence.

Major Achievements:

- Competently supported the Administration Manager and streamlined the administrative functions.

PROCUREMENT & SERVICE, LUBEREF (A SISTER COMPANY OF ARAMCO)

Coordinator, 2004 - 2005



Responsibilities:

- Interacted with the local suppliers and service providers and obtained bids for equipments, materials and services for various projects being executed the company.(Quotations)
- Received Purchase requests from the user departments, verified the stock position, obtained authorization for the purchases, based on the number of bids received generated comparative data and in consultation with the user department ordered the materials/services, completed the formalities and issued purchase orders.
- Followed-up for the material delivery with the suppliers.
- Coordinated with different departments (Technical Dept, Accounts Dept, Inventory Dept etc) for streamlining the procurement activities.
- Handled correspondence with vendors.

Major Achievements:

- Ably supported the procurement of a large and complex inventory.
- Developed a network of suppliers and vendors and reduced procurement cost through astute negotiations.



AC NIELSEN, JEDDAH

Customized Market Research Executive, 2002 - 2004

AC Nielsen is one of the leading Multinational Market Research Company.

Responsibilities:

- Interacted with the customer and understood the subject, the profile of the targeted customer group and the focus of the market research.
- Developed proposals and obtained approvals/orders for the survey.
- Designed questionnaire and expanded on the field work instructions.
- Briefed the Field Managers and the survey teams on the jobs and planned/conducted the market research
- Analyzed the data, generated information and developed underlying concepts, trends and customer expectations.
- Developed report, with supporting data and presented to the client organization in the Power Point format.
- Managed two research associates and enhanced their skills through training.

Major Achievements:

- Conducted exhaustive surveys and discerned path breaking trends in customer thinking, which helped the clients, introduce innovative products.
- Through proactive interactions with the customers, elicited honest opinions on the customer services.

Educational Qualifications

- **MBA**, Marketing, Madras University, 2 years 2001, First Class.
- **B. Com.**, Marketing/ Accounting, Calicut University, 3 years 1999, Second Class.

IT Skills

- Diploma in Computer Application (DCA), 1995: Ansar Computer Centre (Kerala-India).
- Diploma in Advanced Packages (DAP), 1996: Ansar Computer Centre (Kerala-India).
- Proficient in MS Word, MS Excel, MS PowerPoint.
- Internet Explorer 5.5 & 6.0 (Outlook Express)
- Working knowledge of Work sheets and Formulae for MS Excel.

Personal Information

Date of birth: 1st June 1977.

Languages known (speak): English, Arabic, Malayalam, Tamil, Urdu and Hindi

Languages known (Write): English, Malayalam