

SADAF KHAN

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PROFILE

A dedicated sales executive with expertise in event management and travel coordination. Skilled in leadership, negotiation, time management, and multitasking, excelling in both independent and team settings to ensure successful events and excellent client service while driving sales growth.

WORK EXPERIENCE

- 2024 - Currently**
Small World Pvt Ltd
Event Manager and Host (Freelancer)
 - Coordinated and hosted various events, ensuring a seamless guest experience.
 - Managed ticketing operations through BookMyShow, including back-office tasks and troubleshooting.
 - Negotiated and secured deals with new venues to expand event offerings.
 - Developed and maintained the Instagram page to enhance brand visibility and engagement.
- 2022 - 2024**
Risezonic Travels Pvt Ltd
Event Supervisor (Freelancer)
 - On-Site Management: Oversaw event logistics, addressed participant concerns, and managed crisis situations.
 - Post-Event Analysis: Conducted evaluations, prepared reports, and provided recommendations for future events.
 - Supervised and mentored a team of event coordinators.
 - Safety and Security: Prioritized participant safety and security.
- March - May (2023)**
U S Polo Assn, South Extension
Fashion Consultant (Sales Executive)
 - Deliver exceptional customer service by ensuring a personalized and memorable shopping experience.
 - Drive sales by effectively promoting US Polo Assn's products and services, meeting and exceeding individual and team sales targets.
 - Build and maintain a strong customer base through personalized outreach and relationship management.

EDUCATION

- 2022- 2025**
JAMIA MILLIA ISLAMIA
 - Bachelor's Degree in Tourism and Travel Management
- 2022-23**
FRANKFIINN INSTITUTE OF AIRHOSTESS TRAINING
 - Diploma in Hospitality, Aviation and Travel Management
- 2021**
THE INDIAN SCHOOL, BAHRAIN
 - Senior Secondary School

SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Project Management
- Public Relations

CERTIFICATE

- Amadeus
- Event Supervisor
- Airhostess Training
- Hotel Management
- Computer Efficiency in Powerpoint, Canva

LANGUAGES

- English
- Hindi
- Urdu (basic)