



SULAIMAN KHAN

Businessman

Contact Me

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Social Profile

- LinkedIn: sulaiman khan
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Other Info

Skills

Strong knowledge of local and cultural, tradition and language.

Excellent team building, teamwork skills and



Experience

2010 - 2010

Community Motivation And Development Organization | Internee

Worked as an Internee for three month in an NGO named Community Motivation and Development Organization (CMDO) and reported to admin HR Officer.

1 January
2011 - April
2012

Planet Telecom | Salesman

- Responsible for greeting customers in warm and professional manner.
- Identifying emerging markets and market shifts while being fully aware of new products and competition status.
- Demonstrated excellent skills by working with people daily of diverse backgrounds.
- Developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.

May 2012 - 30
June,2013

Planet Telecom | Sales Manager

Worked as Sales Manager in Mobile Shop named Planet Telecom from January, 2011 to 30 June, 2013 where as Sales Manager major duties were

- Maintain all the file records of sales and purchase.
- Prepare outlet reports on daily and monthly basis.

negotiation skill and abilities.

Ability to manage and develop relationship negotiates at all level of management.

Quickly adjustable to new environment.

Commend for achievement of time oriented task.

Highly motivated, ability to meet deadline and work under pressure.

Awards

Member Social Welfare Society, Social Committee IM | Sciences since 2008.

Member Organization for Youth & Development (2011).

Member of organizing society, Social Committee, IM | Sciences (2007-10).

Languages

English, Urdu, Pashto

Interest

Music, Travelling, Swimming,

Others

PROFISSIONAL COURSE:

Ms Office

Ms Excel

Movil software

References

- To assist the chief executive in each and everything.
- Dealing customer for feedback
- Taking care of all available stock
- Lead the team and involving them in works.
- Maintaining ledgers and accounts with different mobile companies and dealers.
- Keeping accurate all bases of sales and purchase entries etc.

15 July,2013 -
Till Now

Khyber Telecom | Managing Director

Working as Managing Director in Mobile shop Named Khyber Telecom (Wholesale Shop) from 15, July2013 to till now.

- Maintain Record of purchases/sales and other related issues of all Mobile Company on daily basis.
- Lead my team for effective result in sale progress and satisfying customer in every feedback.
- Reconciliation with banks on monthly basis.
- Check on Cash In hand, Stock, Sale Report and all other aspect related to shop on daily basis.
- Communicate with company representative in affective manner and making business deals.
- Visiting to dealers on weekly basis resolving their issues for making sale progress more effective.



Education

April 2012 -
January 2014

Institute Of Management Sciences | The Degree Of Master Of Business Administration

MBA (With Major in HRM)
CGPA 3.5/4.0

September
2007 -
October 2011

Institute Of Management Sciences | The Degree Of Bachelor Of Business Administration (HONS)

With Major in HRM
CGPA 3.1/4.0

Will be furnished upon request.

August 2005 - July 2007 **Edwards College | Fsc. Computer Sciences**

Marks: 732-B / 1100

April 2004 - June 2005 **Peshawar Public School And College | Matriculation**

Marks: 803-A /1050



Projects

2007 - 2011 **Institute Of Management Sciences | Social Activities**

- Raised funds at Institute for class-iv employees and needy students (2009).
- Worked in the relief activities for IDPs, Internally Displaced People and visited different camps in Nowshera, Mardan and Swabi Districts.
- Arranged blood to needy people on demand (2007-10).

August 2010 - September 2010 **UNHCR | Distribution Of Basic Need & Shelter To Dikhan**

Worked in UNHCR project with the Help of World Food Program, as a social organizer in DI KHAN from 12th August, 2010 to 10th September, 2010.