



## RANA BABAR KHAN

QUALIFIED OPERATIONS AND  
BUSINESS PROFESSIONAL

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### RELEVANT SKILLS

- People Management
- Time Management
- Event Management
- Project Management
- Analytical Skills
- Customer Relationship Management (CRM)
- Operations Management
- Risk Management
- Change Management
- Cross functional team Development
- Team leadership

### WORK EXPERIENCE

#### OPERATIONAL MANAGER Jan 2020 till date CHINA RAILWAY 18TH BUREAU LLC DUBAI UAE.



Job Responsibilities:

- Maintain constant communication with managers, staff, and vendors to ensure proper operations of the company and conduct internal audit on regular intervals.
- Preparing Reports, conducting meetings, building and maintaining productive relationships with team and clients.
- Increase the efficiency of existing processes and procedures to enhance the company's internal business capacity.
- Oversee accounts payable and accounts receivable departments.
- Manage data collection for the updating of metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and deliver excellent service.
- Oversee materials and inventory for continuous business improvement.
- Conduct budget reviews and report cost plans to upper management.

Personal initiatives towards operations:

- Created systematic operations procedures aimed at reducing severity of mistakes, like reporting systems and tracking of team activity to create synergies among departments.
- Introduced transparency strategy and removed communication gap among departments and employees that leads towards business improvement.
- Minimizing rework by creating awareness to carry out activities efficiently that helped in cost reduction and eventually brought continuous business growth.

#### Floor Manager Jan 2019 - Jan 2020 SHARAF DG. (DUBAI MALL)



Job Responsibilities:

- Evaluation of customer feedbacks and tracking team performance based on KPIs
- Train staff to perform allocated roles.
- Manage inventory and budgeting for better business performance.

#### Asst. Planning Manager Feb 2017- Nov 2018 MAAKSONS Engineering Corporation Ltd.



Job Responsibilities:

- Supervises other planning personnel, such as consultants and developers
- Sets goals, policies, and procedures for project help improve business activities.
- Offers employee trainings and development about change management and business improvements strategies.
- Performs surveys and field studies to reduce project cost.

## EDUCATION HISTORY

 **Post Graduation in Hospitality & Tourism Management (2017-18)**

 **Master of Business Administration (2016-18)**

 **Bachelor of Business Administration (2012-16)**

 **Intermediate (2009-11)**

 **Matric (2006-08)**

## CERTIFICATIONS

 **Certified Associate in Project Management (CAPM)®**

 **Project Management Professional (PMP) ® Training.**

 **Managing Project Risks and Changes**

 **Oracle Primavera P6**

 **Lean Six Sigma Yellow Belt Certification**

 **Six Sigma White Belt Certification**

 **Lean Six Sigma Workshop 1CPD**

 **Project Risk Management Workshop 1CP Oracle Primavera P6**

 **Web & Graphics Designing**

 **Microsoft Office.**