

Khuram Abbas

Address:

Ajman, UAE

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Date of Birth

23 June 1986

Nationality / Civil Status:

Pakistani / Married

Languages:

English & Urdu

Visa Status:

Employment Visa

License:

UAE Driving License

PROFESSIONAL STRENGTHS:

- ☐ Good interpersonal skill
- ☐ Strong sense of responsibility
- ☐ Possess good management and organizational skills
- ☐ Ability to work in a team and under pressure
- ☐ Hardworking
- ☐ Ability to handle multiple tasks
- ☐ Innovative and open to learn new ideas

CAREER OBJECTIVE:

To be able to apply the knowledge and develop the skills I have which can contribute to the organization's growth, profitability and development.

QUALIFICATION:**Graduation:**

BBA from Rutherford University College, Dubai, U.A.E.

(2005-2008)

High School:

Pakistan Islamia Higher Secondary School, Sharjah, UAE.

(2002-2004)

School:

Pakistan Islamia Higher Secondary School, Sharjah, UAE.

(2000-2002)

PROFESSIONAL PROFICIENCIES:

- ☐ MS Office (Word, Excel, PowerPoint, Outlook, Access) - **ADVANCE**
- ☐ Customer Service Soft Skills
- ☐ One on One/ B2B Client Dealing
- ☐ WordPress

Work Experience

POSITION: Project Coordinator - Mystery Shopping Operations

COMPANY: Ipsos Stat

PERIOD: October 2021 till September 2022

Job Description:

- Analysis and confirming the data entered by mystery shoppers.
- Making sure the quality of survey is as per the client guidelines.
- Working in a fast paced environment.

POSITION: Mystery shopper

COMPANY: Ipsos Stat

PERIOD: February 2018 till October 2021

Job Description:

- Study clients guidelines to insure the correct information is observed.
- Submit written reports detailing observation.
- Capability to work in fast-paced environment.
- Outstanding research and forecasting abilities.

POSITION: Procurement and Marketing executive

COMPANY: Al Rabie Engineering Works

PERIOD: February 2016- February 2018

Job Description:

- Analyzing the changes in market.
- Investigating the growth or demand of product in market.
- Product exhibition.
- Monitoring performance of market.
- Adopt according to the changes in market.

POSITION: Operational Incharge

COMPANY: Lebanese Turning L.L.C
PERIOD: January 2008 - January 2016

Job Description:

- Dealing with difficult customers with patience and understanding.
- Appreciation of importance of team work.
- All kind of dealing with different banks.
- Taking responsibilities seriously.
- Good administration skills.