

UNIBA KHAN



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EDUCATION

2022-2024

Instituto Cervantes

B2 Level in Spanish Language.

2019-2022

University of Delhi

Bachelor of Arts English Honours

2018-2019

Pinewood School

Class 12th

SKILLS

- Operations
- Business Development
- Communication Skills
- Marketing
- Sales
- English and Spanish proficiency

SUMMARY

With a proven track record in Operations, I bring a unique blend of technical expertise and creative problem-solving abilities. My dedication to achieving results, coupled with strong interpersonal skills, ensures effective collaboration within teams and exceptional client satisfaction. I thrive in dynamic environments and am eager to contribute to the growth and success of your organization.

WORK EXPERIENCE

Operations Specialist

XHIPMENT (Currently) - Amazon delivery partner

- Communication with clients
- Executing the shipment
- Documents verification
- Smoothly aligning the pickup and delivery
- Documents verification at destination airport
- Creating Standard operating procedures(SOP) for a smooth execution
- Data management
- Export and import clearance

Business Development Executive

Intelliassist (2021 – 2022)

- Generated leads and connected with clients
- Conducted demos and product descriptions
- Data Management
- Worked on Marketing Strategies.

Marketing Executive Intern

Sportana (2022)

- Email clients
- Data Management
- Worked on Marketing Strategies.

Marketing Executive

Riyft (Remote 2021)

- Created content and writing scripts
- Performed duties in accordance with all applicable standards and policies.