As a strategist, I come up with bright ideas to make the workflow easier and functions easier for the business.

I have been working on various projects and on various platforms managing customer accounts, updating portals, vendor communication, sales & refining processes.

I would like to tell you that I am fun, happy, energetic, and professional demeanor and exceptional at taking initiative, first steps and an excellent communicator.

I am always there to find my way out of unexpected situations in a timely manner. Plus, I have an interest in increasingly taking on more responsibility and growing professionally

You can find in me an expert wrapped with the following potential:

*Data Management, Data entry, Data Verification, Data Sorting*

*Pricing & Negotiation, Procurement*

*co-ordination & management*

*Customer Services and Dispute Resolution*

*Order processing/RMA/Shipping/Billing/Invoicing*

*SW Quality Assurance/Quality Check*

*Web Research, CRM Updating Reporting, Analysis & Research*

Personas:

*1. Excellent follow up*

*2. Project Initialization to finalization*

*3. Paying extreme attention to detail*

*4. Keen eye on project deliverables*

*5. Excellent Presentation skills*

*6. Accuracy & speed*

*7. Speak up in areas where I do not understand and resolute*

*8. I am reliable, fair, honest and hardworking who believes in deliverables on time*

Communication Tools:

*Line2, Voxer, Skype, WatsApp, Slack*

*Project Management & Other Tools:*

 *MS Project, SAP, Logistics, Purchasing & Sales module, Team viewer, Ultra viewer, Airtable*

Google Suite:

*Google Sheets, Google Docs, Google Slides, Google Forms, Google Drive*

MS Suite:

*MS Word, MS Excel, MS PowerPoint, MS OneNote, MS Outlook & other email platforms*

Professional National & International Experience:

*1. PCM EnPointe Technologies/Back Office*

*2. Data Control & Entry*

For further details and information please let me know and I'd be glad to provide

Best Regards,

*Ahmed Saroosh Khan*

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