

# KHURRAM KHALIL

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**Career Objective** To work devotedly in a growth oriented organization using my skills and applying my knowledge to gain experience in career development.

**Area of interest** Sales & Marketing

**Qualification** **BBA (Hons.) (Silver Medalist)** **3.55 (2012)**

National Textile University Faisalabad

**ICS** **63% (2007)**

Bise Lahore

## Experience

### ✓ **HASCOL PETROLEUM LTD (Machike Installation) as JDE OFFICER (01-11-2017 to continue).**

- Assist Installation Manager in all General Terminal Operations /JDE / House Keeping.
- Plan organize and control the receipt / storage & distribution of petroleum products
- Work closely with Depot management and General Workers to ensure Tank lorries are handled in a timely manner Interacts with trucking companies to facilitate the timely delivery of Fuel
- Act as a focal point for any issue that may arise with assigned Depot
- Ensure the receipt is performed accurately and timely
- Complete required documents associated with operations in an accurate and timely manner Other duties as assigned
- Responsible for daily updating/ monthly reconciling of inventory at depot and adhering to end of month processes.
- Coordinate with **PARCO** for product receipt
- Order and delivery of product from depot to customers
- Ensure efficient & safe storage and use of material at terminal storage tanks
- Ensure implementation of GOP rules and regulations
- Ensure implementation of **HSE** Policies and Principles
- Ensure all data pertaining to scheduling, customs, and claims are accurately recorded in scheduling systems in a timely manner to enable efficient handling by the relevant service department.
- Assure compliance of all terminal operations with Standard Operating Procedures, the company's policies, processes and governmental regulations & keep adequate records of Company's legal Procedural Documents
- Responsible of Administrative tasks.
- Assess And Evaluate Internal Operational Risk.
- Provide Smooth Working Regarding The Safety And Operation.

### ✓ **DWP GOUP (GREE HVAC) as Corporate Sales Executive (04-10-2016 to 31-08-2017).**

- Deals with corporate clients
- Deals with Architects
- Deals with Consultants

- ✓ **ZXMCO PAKISTAN Pvt Ltd as MTO Sales (22-07-2015 to 31-12-2015).**
  - Sales monitoring in GT Road Zone
  - Recovery Monitoring
  - New Development in vacant areas
  - Account Ledgers monitoring
  - Publicity and promotion monitoring
  - Target monitoring week wise and month wise
  - Update RSM and CM according new market situation and trends
  - Working as a bridge between Dealers and Company
  - Offer a win win solution to Dealers
  - Reporting to RSM and CM
  
- ✓ **TYLOS CLEANING SERVICES UAE as Client Service Executive (25 Sept 2014 to 22 Apl 2015).**
  - Dealing with Multinational Customers (**Dior, Channel, Prada, Louis Vuitton, MIU MIU, Al Tyr Group, Al Futaim Group** etc.
  - Focal point for all services in the office.
  - Reports directly to the Managing Director.
  - Handles phone and email inquiries as well as online requests.
  - Prepares schedule for each member of the staff, coordinate work flow, monitors them and schedule staff upon clients requests.
  - Making Sales Order and follow up for acceptance or cancellation of contract.
  - Prepares quotations/contracts to prospective clients.
  - Update clients on their services and follow up collection on their payment.
  - Assists Finance in preparing payments and verifying payment vouchers using **Dolphin Software**.
  - Renewals and processing of Company's License, Tenancy contract, municipality approvals, waste management and Employee cancelation or Tas-heel works.
  - Maintains an efficient filing system.
  
- ✓ **THE BANK OF PUNJAB as GBO (General Banking Officer) (31 Oct 2013 to 31 Aug 2014).**
  - Account Opening.
  - Cheque Books Handling and Issuance.
  - ATM Handling and Issuance.
  - Transferring Salaries.
  - Deposit and Withdrawal Entries
  - Home Remittance
  - Audit Rectifications
  - System Administrator
  - Branch Care Taker
  
- ✓ **Internship at INTERLOOP TEXTILE LIMITED of 3 months**

## Achievements & Skills

- Hands on experience on **Dolphin Software, JD Edwards 9.2 (Oracle)**.
- Basic knowledge of **HSE Policies** at **OMCs (Oil Marketing Companies)**.
- **Silver Medalist** and CR of my class since 4 years at University.
- In depth knowledge of scheduling events and calendars.
- Well-versed in **MS Office Suite, MS Outlook**.
- **Volunteer** in **BWF Destination Dubai World Super series Finals** at the Hamdan Sports Complex Dubai U.A.E in March 2014.
- Able to take initiative and execute administrative duties in a flawless manner (decision-making).
- Strong teamwork skills with a profound ability to work under pressure.
- Proficient in operating office equipment such as fax machines and photocopiers.
- Passion for working in a fast paced and result oriented environment
- Having short course diploma of computer hardware
- Got four merit scholarships at National Textile University
- Having done computer short courses of networking (**CCNA,CCNP**)
- Sportsmen and participating in non-academic activities and also the member of entertaining clubs and societies in University Life.

## Personnel Information

<b>DOB:</b>	15/10/1989
<b>Nationality:</b>	Pakistani
<b>Marital Status:</b>	Single
<b>Language:</b>	English, Urdu,