



# Rajib Khan

Taluka Coordinator

+92.302.3981556

rajibkhansolangi19@gmail.com

Nawabshah, Pakistan

## Skills

Administrative Assistance | Administrative Processes | Business Dnvelopment | Communication Skills | Content Management | Continuous Delivery | Convincing Power | Customer Relation Management | Data Entry | Data Entry Operations | Data Management | Delivery Riding | Direct Sales | Distributuion Sales | Documentation | Driving License | End To End Sales | English Composition Knowledge | Enterprise Sales | Field Activities | Field Data | Fluent in Coordiantion | Hotel Management | HR Policies | KPIs | Logistics | Marketing Activation | Marketing Assessment | Medical Sales | Microsoft Office | MS Office | New Client Prospecting | Order Tracking | Outdoor Rider | Parcel Delivery | Product Marketing | Project Coordination | Regular Reports Making | Restaurant Management | Retail Products Knowldge | Sales | Sales Abilities | Sales Acquisition | Sales Advertising | Sales Analysis | Sales Automation | Sales Force | Sales Forecasting | Sales Target Acquisition | Sales Trading

## Experience

- Feb 2016 - Mar 2019 **Taluka Coordinator**  
IBA - Institute of Business Administration, Nawabshah, Pakistan  
Monitor and manage team for test process of SAT Project
- May 2018 - Nov 2018 **District supervisor**  
Nielsen Pakistan (Pvt) Ltd, Nawabshah, Pakistan  
Monitor and Manage team for child vaccination survey CES
- Jan 2017 - Feb 2017 **Team leader**  
Ipor Pakistan, Matiari, Pakistan
- Aug 2011 - Nov 2011 **Data entry operator**  
National Database and Registration Authority (NADRA) Pakistan card 2011, Nawabshah, Pakistan

## Education

- 2022 **Sindh University**  
Bachelors in Arts

2022

**University of Sindh**

Bachelors in Arts

Ba

2006

**BISE Hyderabadsindhakistan**

Intermediate/A-Level

Intermediate Medical Since. Ms Office Zabist Nawab Shah ., Cit Computer 6  
Month Course Bisp

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## Languages

Sindhi

Intermediate