



MUHAMMAD AWAIS AJMAL KHAN

Account Manager

PROFILE

To Obtain a position that can utilize my education, Job experiences and strong interpersonal skills. So, it can help me grow professionally and would leave a positive impact on my personality.

CONTACT

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Address:
Lahore
Pakistan

Personal Detail:
Marital status: Single
Nationality: Pakistani
D.O.B: 18-11-1998

EDUCATION

Bachelors in Film and Theatre

BSMC – film and Theatre
University of Management and Technology (UMT)

Intermediate in Computer Sciences

Punjab Colleges
Board of Intermediate & Secondary Education
Lahore

Matriculation

American Lycetuff School System
Lahore Board of Higher & Secondary Education
Pakistan

WORK EXPERIENCE

City 42 News Channel
MCR – Monitor Control Room
June 2019 – December 2019

The Mascots School
As a Math and English Teacher
January 2020 – December 2020

A. Enterprises
Account Manger
January 2021 – Present

SKILLS

Time Management	90%
Data Management	75%
MS Office	75%
Account..	85%
ERP	50%

Personal Experience

City 42 News Channel

MCR Operator

June 2019 – December 2019

In my Tenure of City 42 News Channel. I was responsible for:

- Monitoring the news bulletins.
- Manage the time of bulletins.
- Check the vocabulary of bulletins.
- Check the bulletin formats.
- Also manage the time of bulletins with talk shows.

The Mascots School System

As a Math and English Teacher

January 2020 – December 2020

In my Tenure in Mascots school. I was responsible for:

- I teach Math and English subjects there.
- In my tenure when covid was arrive I done my online classes.
- Also, I got the online teaching experience.

A.Enterprises

Accounts Manager

January 2021 – Present

In my tenure in A.Enterprises. I was responsible for:

- Serve as the lead point of contact for all customer account management matters
- Build and maintain strong, long-lasting client relationships
- Negotiate contracts and close agreements to maximize profits
- Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders

- Develop new business with existing clients and/or identify areas of improvement to meet sales quotas
- Forecast and track key account metrics (e.g. quarterly sales results and annual forecasts)
- Prepare reports on account status
- Collaborate with sales team to identify and grow opportunities within territory
- Assist with challenging client requests or issue escalations as needed