



AJMAL KHAN

Data Entry Operator

CONTACT

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- Dammam, Saudi Arabia

EDUCATION

- Bachelor of Arts (B.A)
- University of Peshawar – 2010
- Higher Secondary School Certificate (F.A)
- Board of Intermediate and Secondary Education (BISE), Peshawar – 2007
- Secondary School Certificate (S.S.C - Matriculation)
- Board of Intermediate and Secondary Education (BISE), Peshawar – 2005
- Master of Arts (M.A) – Incomplete
- University of Peshawar – 2012

CERTIFICATIONS

- Computer Certificate – Computer Guidance College, Pakistan (6 Months)
- English Language Certificate – University of Spoken English
- IELTS Course Certificate – City English Language Center, Pakistan (6 Months)
- Typing Certificate – Govt. College of Vocational Training, Peshawar (6 Months)



PROFESSIONAL SUMMARY

Experienced and results-driven professional with over 13 years of diverse experience in sales, purchase management, data entry, and logistics across Saudi Arabia, the UAE, and Pakistan. Proven ability to manage high volumes of data with precision, lead procurement and sales operations of international equipment brands, and build strong client relationships.



WORK EXPERIENCE

Data Entry Operator / Return Store Coordinator

- Aramex International, Dammam, Saudi Arabia
- September 1, 2019 – Present

Responsibilities:

- Accurately input and update shipment data into logistics and return management systems.
- Handled domestic and express shipment return processes, ensuring timely coordination and accurate documentation.
- Managed the Return Store operations by receiving, inspecting, and processing returned parcels in accordance with company standards.
- Verified and reconciled returned shipment details with warehouse inventory systems.
- Collaborated with customer service, delivery, and warehousing teams to resolve discrepancies and streamline reverse logistics.
- Prepared and updated return documentation including return labels, credit notes, and customer acknowledgments.
- Ensured proper tagging, tracking, and storage of returned items while maintaining cleanliness and order.
- Provided timely feedback to the operations and customer care teams on return status and exceptions.
- Maintained data integrity, confidentiality, and compliance with company policies across all documentation and systems.

- Sales & Customer Handling – Proven experience in Pakistan, UAE, and Saudi Arabia

SKILLS

- Data Entry & Documentation
- Inventory Management
- Sales & Purchase Coordination
- Client Relationship Management
- Vendor Negotiation
- Outdoor & B2B Marketing
- Logistics Operations
- Team Supervision
- Order Processing
- Communication Skills
- Microsoft Office & ERP Systems
- Time Management

LANGUAGES

- English
- Arabic
- Urdu
- Pashto

PERSONAL INFORMATION

- Full Name: Ajmal Khan
- Father's Name: Nasrullah Khan
- Date of Birth: 01 April 1987
- Nationality: Pakistani
- Marital Status: Married
- Gender: Male
- Religion: Islam

PASSPORT & IQAMA DETAILS

- Iqama Expiry: 24/07/2026
- Passport Expiry: 31/10/2033
- Place of Issue: Pakistan

Sales & Purchase Manager

- E.T.E – Dammam, Saudi Arabia
- 4 Years

Responsibilities:

- Handled procurement of international brands from USA, UK, and Germany.
- Developed strategic sourcing plans and negotiated favorable contracts.
- Supervised sales and purchase activities for the Jubail branch.
- Managed end-to-end inventory operations and stock level optimization.

Salesman

Al-Junaid Wholesale Equipment Parts, Namak Mandi – Peshawar, Pakistan

8 Years

- Conducted wholesale sales to industrial and commercial clients.
- Maintained product knowledge to recommend appropriate solutions.
- Managed order processing, delivery scheduling, and follow-ups.
- Built lasting customer relationships through excellent service.

Wholesaler

- Outdoor Marketing (Equipment)
- Pakistan
- 1 Year

Responsibilities

- Executed direct marketing strategies to promote equipment sales.
- Visited potential clients to demonstrate products and close deals.
- Managed procurement and distribution of equipment.
- Maintained detailed sales records and delivery logs.

Salesman

- Geco Company – UAE
- 6 Months

Responsibilities:

- Assisted walk-in customers with product inquiries and purchases.
- Maintained neat product displays and ensured stock availability.
- Processed transactions and handled POS systems efficiently.
- Educated customers on product features and benefits..