

SABIR KHAN



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PROFESSIONAL SUMMARY:

Motivated and detail-oriented Bachelor of **Business Administration (HONS)** graduate with a strong foundation in **financial accounting, budgeting, and data analysis**. Organized and detail-oriented professional with 3+ years of experience in **Sales and inventory management**, demonstrating a proven ability to optimize stock levels, streamline order processes, and maintain accurate records. Strong skills in **communication, time management, and problem-solving**, with a focus on improving operational efficiency and ensuring smooth workflow.

PROFESSIONAL EXPERIENCE:

SALES AND INVENTORY MANAEGEMENT

AFRIDI MEDICOS

Feb,2019-Oct,2024

- Efficiently tracked inventory levels, ensuring optimal stock availability while minimizing excess stock
- Providing Assistance in day to day sales activities of the store by assisting customers, and recommending products.
- Processed and reviewed purchase orders, ensuring that the right products were ordered at the best price.
- Conducted regular physical counts and reconciled discrepancies between physical stock and system records
- Reports All the Sales activities at the end of the day.
- Supervising and assigning task to the team.
- Take feedback from customers and assist them in their purchase.
- Ensured adherence to safety and inventory management policies while promoting teamwork and collaboration.
- Perform additional responsibilities as assigned to support the team and organization.

PRIVATE TUTOR

Jan,2022-Oct,2024

- Tailored lessons and teaching methods to meet each student's learning style, strengths, and weaknesses.
- Assisted with homework assignments, test preparation, and study techniques to ensure academic success.
- Maintained records of student performance, tracking improvements and areas needing further focus.

- Motivated students to stay engaged in their studies and helped them overcome any academic anxiety or challenges.

EDUCATION

Bachelor of Business Administration (HONS) Abasyn University, Pakistan (2020 - 2024)

CGPA: 3.75 / 4.0

Relevant Courses: Financial Accounting, Managerial Accounting, Business Finance, Cost Accounting

Fsc Pre-Medical, Government College,Peshawar (2016- 2018)

SKILLS

- Effective Time Management
- Effective Communication
- Team Player
- Accuracy
- Analytical Thinking
- Adaptable
- Attention to Details.
- Ms Excel
- Ms Word
- Relation Building

LANGUAGES

English Professional Working Proficiency

Pashto Native

Urdu Native

Hindi Fluent

“My mission in life is not merely to survive, but to thrive; and to do so with some passion, some compassion, some humour, and some style” –Dr Maya Angelou.