

MUBEEN KHAN



Project Coordinator/ Business Development Manager

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Address: House No – 625, Street No – 2, Sector G – 9 / 2, Islamabad.

Objectives:

To be a part of an organization where I can showcase and contribute with my professional skills and education, and to learn new skills which can enhance my learnings in the benefit of organization.

Having Experience of Coordinating, Managing, and supporting Project as well Cross functional team in delivering projects with commitments and adherence to quality standards.

Work Experience:

Organization: Evamp & Saanga
Islamabad.

Designation: Project Coordinator.

Department: PMO & Sales.

Duration: Apr 2024- till date

Responsibilities:

- Assist in developing project scopes, timelines, and deliverables with the project manager.
- Assign and track tasks using project management tools (e.g., Jira, Asana, Trello).
- Coordinate availability of developers, testers, and other technical staff.
- Maintain project documentation, including project charters, technical specs, meeting minutes, and progress reports.
- Monitor project progress against milestones and escalate issues or delays as needed.
- Log and track project risks and issues, assisting in mitigation planning.
- Track expenses, assist with vendor communications, and ensure purchases align with project needs.
- Schedule and facilitate stand-ups, sprint planning, retrospectives, and stakeholder meetings.
- Rack expenses, assist with vendor communications, and ensure purchases align with project needs.
- Help manage tools like version control systems (e.g., Git), collaboration platforms (e.g., Confluence), and dev/test environments.

Organization: SITARAHEIGHT (PVT) LTD.

Designation: Project Coordinator / Administrator

Department: Real Estate.

Duration: Aug 2023 – Mar 2024

Responsibilities:

- Develop and execute sales plans to achieve quarterly and annual sales targets.
- Build and Maintain Strong Relationship with Existing and Potential Customers.
- Coordinate with office, Site staff, Subcontractors C Suppliers. Distribution of documents / drawings via company email to the concerns.

- Coordinate with planning engineer to prepare reports for weekly C monthly meetings with Client and Consultant.
- Attending and contributing to meetings with staff and other stakeholders.
- Attending events, shows, and exhibitions to network with vendors and view new products.
- Trying and correspondence to the Stakeholders accordance to their concerns and issues.
- Negotiation and conflicts resolve between owner and customers regarding rents and sale purchases.
- Provide regular sales reports to management, including sales forecasts, pipeline updates, and sales performance metrics.
- To recover checks of lease from customers and arrange meetings with different customers.
- Maintain C updating all logs like Correspondences, Document submittals, Material submittals.
- Maintain all scanned documents /drawings time by time on the main server that is easy to be traced and find by our managers and engineers.
- Responsible for receiving all kinds of official documents from the other companies. Create and maintain trackers for drawing approval process and technical submittals. Maintain proper records for all documents whether inside or outside the company.

Organization: MCB(Islamic)bank.

Designation: Business Development officer.

Department: Sales and Marketing.

Duration: August 2018-July 2023.

Responsibilities:

- Ensure business development of corporate leasing.
- Execution of cross selling products short term and such as car ijarah and house loan.
- Deposit mobilization and NTB account Opening.
- Develop structuring and financing recommendations that are tailored to client's needs through synthesis and evaluation of the more complex needs of clients.
- Direct and supervise ongoing client management by monitoring the client financing implementation plan, coordinating, and resolving conflicts as they arise and managing the expectations of all involved parties.
- Establish contact, rapport, and credibility with prospective clients to influence key decision makers to start a relationship with the organization.
- Identify and prospect new clients by performing market segmentation, and apply different organization approaches in targeting and selecting clients.

Organization: Meezan Bank Ltd.

Designation: Business Development officer.

Department: Sales and Marketing

Duration: June 2017-July 2018.

Responsibilities:

- Deposit mobilization and NTB account Opening.
- Ensure business development of corporate leasing. Explore opportunities and recommend strategies for cross-selling products and services based on thorough understanding of the range of corporate banking products and services, and various client analysis.
- Establish contact, rapport, and credibility with prospective clients to influence key decision makers to start a relationship with the organization.

Projects s Achievements:

- Dietilicious” Business plan setting up Wheat Biscuits Manufacturing plant. IIUI as a brand Preference by students.
- Certificate for participation in Tetra Pack awareness program.
- Certificates for participations in focus group discussions with ICARUS incorporated on International Relations of Pakistan.
- Certificate of Active Participation in Seminar in Islamic International University.
- Certificate for Voluntary Blood Donor for Pakistan Red Crescent.

Education:

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| • MBA Marketing | International Islamic University Islamabad | 2015-2016 |
| • BBA (Hons) | International Islamic University, Islamabad. | 2010-2015 |
| • F.SC Inter Science | BISE SWAT, KP. | 2007-2009 |
| • Matric | BISE SWAT Board, KP. | 2007 |

References

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