

# **RAIZADA KHURRAM S. KHAN**

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**SUMMARY** Been in the fields of business management, automobile sales and real estate

<b>EXPERIENCE</b>	<b><u>Real Estate in Dubai</u></b>	2023
	Tag Realty, Business Bay, Dubai	
	<ul style="list-style-type: none"><li>• Selling of properties and off plan projects</li></ul>	
	<b><u>Real Estate Management and Rental</u></b>	2020-2023
	HI-NESS INTERNATIONAL, Karachi, Pakistan	
	<ul style="list-style-type: none"><li>• Management and operation of renovating houses</li><li>• Viewing of Houses and Plots</li><li>• Putting houses on rent</li><li>• Selling properties</li></ul>	
	<b><u>Automobile sales</u></b>	2015-2019
	Freelance, Karachi, Pakistan	
	<ul style="list-style-type: none"><li>• Importing cars from Japan</li><li>• Selling cars</li></ul>	
	<b><u>Administration</u></b>	2010-2012
	Genesis School, Karachi, Pakistan	
	<ul style="list-style-type: none"><li>• Responsible for administration management</li><li>• Help in finance management</li><li>• Help in marketing of the school</li></ul>	
	<b><u>Assistant Administration</u></b>	2009-2010
	Genesis School, Karachi, Pakistan	
	<ul style="list-style-type: none"><li>• Responsible for the admissions of students</li><li>• Help in marketing of the school</li></ul>	
<b>EDUCATION</b>	<b><u>Bachelor of Science, Business Administration</u></b>	2010
	Greenwich University, Karachi, Pakistan	
	<ul style="list-style-type: none"><li>• Related course work: Personnel management, business management, business ethics, economics, statistics, sales, marketing, consumer behavior, organizational behavior, entrepreneurship.</li></ul>	
	<b><u>High School Diploma</u></b>	2002
	Zebulon B. Vance High School, Charlotte, NC, USA	
<b>SKILLS &amp; ABILITIES</b>	<b><u>Management</u></b>	
	<ul style="list-style-type: none"><li>• Being in the Administration team at a school since 2009</li><li>• Managed, organized and supervised labor personnel for construction of family house during the year of 2008.</li><li>• Renovating of houses in 2020</li></ul>	
	<b><u>Sales</u></b>	
	<ul style="list-style-type: none"><li>• Helped in advertising for the school.</li><li>• Renting out Homes</li><li>• Selling off plan projects</li><li>• self importing cars and selling them</li></ul>	
	<b><u>Abilities</u></b>	
	<ul style="list-style-type: none"><li>• Multitasking ability</li><li>• Good communication skills</li><li>• Good management skills</li><li>• Good organizational skills</li><li>• Ability to Adapt</li></ul>	