



Mohammed Anaas Khan

***E-mai: [mak.sergeantfm@gail.com](mailto:mak.sergeantfm@gail.com)***

***Alternative:mkhan0159@gmail.com***

---

Cell #: **056 342 0597 , 054 308 5579**

Highly talented, energetic, innovative Management Professional with an exceptional record of service with Local and Multinational groups. Experience in Administration, Management, Customer Care Services, and Marketing. I have strong organizational skills and the ability to work effectively under pressure and stress. Working within strict guidelines. Well-liked and respected by peers. Tenacious, honest and motivated combined with obsession for excellence. Able to inspire others to work at their highest level People-oriented facilitator, entrepreneurial and creative Outstanding. Work ethics combined with excellent leadership and customer service skills with the ability to manage and motivate staff to achieve results.

**Professional Work Experience:**

**TUDOR Real Estate:**

**Working as a Business Development Director since 7<sup>th</sup> Of September 2022 To Current :**

- To acquire new leads from the market and international market
- Access to all clients and databases
- Incorporation with lead generation companies
- Managing a team of 20 people under 4 different managers
- Working on Off plan as well as secondary market also
- Making sure the team reaches their target
- Making presentation and explaining the company about profit and loss
- Always been a target achiever

- Giving maximum profit to the company

## **HOLFORD FACILITIES MANAGEMENT AND CONTRACTING:**

### **Working as HEAD OF SALES with the company since September, 2018 To July 29<sup>th</sup> 2022**

- Starting the Home services unit
- Setting up business setup plans and strategy
- Making Marketing Presentations and Profile planning
- Making presentation and explaining the company about profit and loss
- Always been a target achiever
- Giving maximum profit to the company

### **Sergeant Facilities Management:**

### **Working as a Head of Operations with the company since January 4<sup>th</sup>, 2016 To 10<sup>th</sup> September 2018**

- Attending meeting with the clients
- Making cold calls and generating new business
- Marketing the company on a large scale
- Joined as an Sales person . Promoted to Senior sales person and my last role as a team lead
- Making presentation and explaining the company about profit and loss
- Always been a target achiever
- Giving maximum profit to the company
- Currently looking for job as to explore better opportunities.
- Recognition for Volunteering at the Carnival for the year 2012.
- Handling with the payments from clients and giving it to the administrator.
- Making presentations to enhance and to be more clear about the performance of the department.
- Got appreciation and recognition from the clients for being a problem solver all time.

## **HITCHES AND GLITCHES ( FARNEK FACILITIES MANAGEMENT )**

### **February 8<sup>th</sup>, 2013 – 1<sup>st</sup> January , 2016**

#### **Senior Sales Executive:**

- Making schedules for the clients
- Providing them schedule for the servicing
- Making there PPMP Plan
- Provident them a detailed schedule
- Reporting to the managers
- Fixing up meetings
- Presentations for the clients
- Achieving targets
- Attending meeting with the clients
- Making cold calls and generating new business
- Marketing the company on a large scale
- Joined as an Sales person . Promoted to Senior sales person and my last role as a team lead
- Making presentation and explaining the company about profit and loss
- Always been a target achiever

- Giving maximum profit to the company
- Currently looking for job as to explore better oppurtunities.
- Recognition for Volunteering at the Carnival for the year 2012.
- Handling with the payments from clients and giving it to the administrator.
- Making presentations to enhance and to be more clear about the performance of the department.
- Got appreciation and recognition from the clients for being a problem solver all time.

**IMDAAD FACILITY MANAGEMENT ( A Part of Nakheel ):**  
**(Since 30<sup>th</sup> December 2010 – 29th January- 2013).**

**Sales Executive:**

- Making schedules for the clients
- Providing them schedule for the servicing
- Making there PPMP Plan
- Providint them a detailed schedule
- Reporting to the managers
- Fixing up meetings
- Presentations for the clients
- Achieving targets

**Assitant Operations Manager :**

- Assist Operations Manager in supervising daily operations of organization. Develop productive, profitable and achievement oriented working environment for employees.
- Address operational issues and concerns in a timely fashion.
- Supervise operations team to ensure operational excellence and excellent customer services.
- Educate operations team on best practices, company policies and service excellence standards.
- Develop and maintain operational guidelines for staffs.
- Oversee operational cost, risk and audit activities.
- Assist in interviewing, recruiting, training, performance evaluation, promotion and termination activities.
- Determine staffing requirements, work assignment and schedules for new projects.
- Perform routine maintenance and repair works for equipment.
- Maintain the facility clean, safe and organized.
- Evaluate inspection reports and service tickets and prepare repair invoices. - Coordinate with General Manager in different operational issues and promotional activities.
- Evaluate current operational strategies and recommend improvements.
- Generate operational reports for management as needed.

**Academic Qualification:**

High School Completed From Beaconhouse School System

Intermediate in Commerce from Premier College

Bachelors in Business Administration Zabist School Of Management  
SciencesDubai ( In progress )

**Computer Knowledge:**

-MS Office (Word +Excel) Windows XP, Knowledge of Internet and concept of networking  
-Worked on Maximo Facilities Management Software -Worked  
on FM PRO Facilities Management Software  
-Worked on CAMS Facilities Management Software

**Programs knowledge:**

CRM (customer relationship management), ERP (Enterprise Resource Planning).

**Languages:**

**International:** English, Urdu, Hindi.

**Personal Information:**

**Date of Birth:** June 02, 1988

**Gender** Male

**Father's Name** Abdul Mutalib Khan

**Religion** :Islam

**Marital Status** Married

**Nationality** Pakistani

**Passport #**NR4108872

**Emirates ID: YES** (784-1988-9185261-2)

**UAE Driving License: YES** (1870216) **Nationality:**  
**Pakistani**

**Reference Available On Request.**