

# Nabeel Khan

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## CONTACT

Street 11, House 14, New Shalimar  
Twon, Gulshan-e-Ravi,  
Lahore, Punjab, Pakistan

**E-mail:** lumintech786@gmail.com  
**Website:** www.lumintechnologies.net  
**Phone:** +923330410069

## PERSONAL VIEWS

I'm a professional & experienced project manager with focus on Software, IT, and Media.

## WORK EXPERIENCE

### Lumin Technolgies

2022 — Ongoing

CEO

#### Custom Software & Website Development

1. Selection and Management of Multiple Teams
2. Websites Development
3. ERP Implementation
  - a. ERP Next
  - b. Oracle 10G

### Association For Academic Quality (AFAQ)

2020 — Ongoing

Project Manager (Part time)

#### Custom Software & Website Development

1. Selection and management of multiple teams
2. Company Websites Development
3. ERP Implementation
  - a. SAP B1 Hana
  - b. ERP Next
  - c. Oracle 10G
4. Media Development
  - a. Animated videos
  - b. Hosting setup
  - c. Media & production team management

### Association For Academic Quality (AFAQ)

2018 — 2020

Marketing Executive

Zone C Office:

1. Coordination during Zone C sales team meetings.
2. Zone C related Coordination during Robotami Robotics Workshop.
3. Sales Data segregation (8 Regions to 11 Areas) from Regions to Area for all weekly raw sales data from Taimoor Basharat, School lists from Imran Safdar and Dealers Lists from Muhammad Zubair.
4. Data gathering from sales teams, which territories assigned to which SPO, Target VS Achievements, Customer demands and New Proposed Products Survey from sales teams.
5. A **Semi-Auto Updating Sales Analysis Report** for Zone C based on pivot tables and graphs i.e Target vs Achievement, gross sales vs book return, class wise sales, subject wise sales, section wise sales, dealer wise sales comparison.

**Head office (Lahore Zone - in Reporting to Faisal Khursheed):**

1. Sales analysis and target vs achievement sheets for Lahore Zone (3 Regions).

**Head office (Marketing & Sales - in Reporting to Usman Ayub):**

**1.ETSL Japan Tour:**

- (A) ETSL Japan Tour evaluating of 84 participant and shortlisting down to 35 and later on further shortlisting to 25 final participants.
- (B) ETSL Japan Tour verification of all payment through bank statements, payslips and by contacting all participants on phone.
- (C) ETSL japan tour final map of Pakistan made on Coral Draw showing cities of all applicants.

**2.Interactive Excel All Pakistan Sales Analysis Report:**

- (A) Processed Based on Sales Data from CEO Secretariat.
- (B) Analysis and Compare Sales Figures from Country to Territory Level.
- (C) Separate Analysis of Subject Wise, Class Wise, Section Wise Data.
- (D) Is Completely Based on Pivot Graphs and Macros and can be updated regularly with latest Sales Data in a few hours without starting from scratch.

**Customer Support Service:**

1. Providing Support Material Directly Requested by Our Customer and Regional Sales Staff.
2. Resolving/Forwarding any LM Products and Support Material Related Queries by Co-ordinating with Research Dept.
3. Creation of MS One Drive LM Data Drive which is allow sales teams to access support material and promotional data remoting and securely from either their Windows PC or their phones.

**Support Material and Teacher's Recourse Pack:**

1. Compiled Series Wise, Subject Wise and Class Wise All-In-One Teacher's Resource Pack and Principle's Recourse Pack for Making Support Material Easier for Distribution for The Sales Staff and Easier for The End User to Understand and Implement.
2. This Compilation required making every single file by manually combining an Academic Planner, DLPs and Assessment sheet pages into their class wise and subject wise TRP and PRP files.
3. Google Drive Placement of **10 GB** TRP and PRP Support Material Data.

**Tasks regarding Coral Draw and Customized Mapping (MyMaps):**

- 1.AFAQ All Pakistan Weighted Sales Share Map.
- 2.AFAQ ETSL Japan Participant Home Citing Map.
- 3.AFAQ All Pakistan Dealers Location Map.
- 4.AFAQ All Pakistan Training Center Maps.
- 5.All Pakistan Zonal Level Boundaries Map.
- 6.All Pakistan Regional Level Boundaries Map.
- 7.All Pakistan Territorial Level Boundaries Map.

#### **MS Visio Based Organograms:**

1. AFAQ Organization Structure of Zonal, Regional and Territory Level.
2. AFAQ-LMS Application Information Flow Structure.
3. Media Department Proposed Structure.

#### **AFAQ Marketing whatsapp Groups:**

1. Getting AFAQ LM products related queries and issues and new products proposal form sales teams of all regions for quick resolution.

#### **product@afaq.edu.pk:**

1. Getting AFAQ LM products related queries and issues and new products proposal form sales teams of all regions for quick resolution.
2. Getting AFAQ LM products related support material demands and sharing through We-transfer after approval of HOD.

#### **SRP Project:**

- 1.Data Compilation and Google Drive Placement of **168 GB** Student Recourse Pack Support Material Data **during the COVID-19 lockdown** as home assignment. The Data consist of:

- a. **233 Unit 1 and 233 Unit 2 (Total 466)** SRP and Book Chapters PDF files
- b. **600+ (Unit 1)** SRP and Chapter Teaching Video files
2. Finalizing Promotional Material and Cover Pages for SRPs.

#### **AFAQ All Pakistan Infographics (PowerBI):**

1. Based on Ms. Excel and PowerBI.
2. Base Data file can be changed regularly to fetch newer data auto update its charts accordingly.
3. Fully Customizable with-in the constraints of is base data.

### **Silk Bank Ltd.**

**2016 — 2018**

#### **Operations Officer**

Currently working as an Operations Officer in Asset Operations Dept. at Silk Bank Ltd. Kamla Chowk Branch, Lahore. My job consists of a variety of tasks such as

- Financial and Non-Financial Card Credit IDM's processing
- Credit Card Loan booking,
- Preparation of daily settlement voucher (NNSS/NOSTRO) and its posting to Temenos T24, core banking system.
- Payment Processing, Transaction Conversion in different Plans, BTF, EPP, Reversals processing, Transaction Posting.
- Pay Order cancellation/issuance

- Credit Card Letters (Bay Transfer of Funds, Extended Payment Plan, No Objection Certificate, Excess Payments, Disputed Transaction, Collection NOC's Etc.)
- Credit Payments Exception Posting
- Customer Complaints & Reversals processing
- Safe Keeping of Credit Card Operations Related Documents.

## **Haider Traders**

**2010 — 2011**

Internship

Worked in the accounts department. Excel based data compiling and data Entry.

## **EDUCATION**

### **IELTS Certification**

**2009**

Kipling Center, Barkat Market, Garden Town, Lahore.

### **Bachelors of Commerce (B.Com)**

**2008 — 2009**

Punjab College of Commerce

### **Intermediate in Commerce (I.Com)**

**2006 — 2007**

Govt. M.A.O College, Lahore

### **Matriculation**

**1994 — 2005**

Pak Angel Foundation School, Gulshan-e-Ravi, Lahore.

## **SKILLS**

- Ms. Visio
- Corel Draw
- MS Project
- MS Power BI
- Multiple Team/task management tools like trello, clickup, chanty etc
- Temenos T24 - Core Banking System
- CardPro V.5 - Card Business System (SunGard Malaysia)
- Microsoft Office 2013 (Word, Excel, and Power Point)
- GIMP (Graphics Image Munupilation Program)
- Adobe Photoshop
- Sony Sound Forge Pro 2010
- Sage Peachtree Quantum 2010
- Blender 3D Modeling
- Adobe Acrobat Reader/Writer

## **ATTRIBUTES**

- Fluent speaker of English language
- Professionally Experienced In IT Based Project Management, Coordination and Technical Correspondence
- Professionally Experienced Project Based Research
- Marketing and Management Strategies and their Executions
- New Business models
- New Product research and recommendation
- Data Analysis (Sales, Management and Productivity)
- Persistence in achieving goals even if it require learning new skills quickly from scratch
- Knowledge of computer hardware assembling and software
- Interpersonal abilities

- Leadership/Management Skills

## INTERESTS

- Technology & Research
- Project Management
- Sales and Marketing Strategies
- Computer Hardware and Software
- Human Resources Management
- Banking and Finance
- Automotive Engineering
- Architecture

## REFERENCES

Reference available upon request.