AMIR KHAN

BUSINESS OPERATIONS MANAGER

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Summary

An energetic, dynamic and positive Business Operations Manager who can be a catalyst in driving your company's performance. Amir has experience of successfully affecting transformational change across a range of operational areas and processes. He is a high calibre, professional individual who wants to be part of a successful team like yours. Apart from improving operational inefficiencies his abilities will allow him to maximize your company's profits and commercial success. Right now he is looking to join a company that seeks a talented Head of Operations.

Skills

Business Operations

Volume forecasting
Line management
Headcount management
Making policy decisions
Overseeing activities
Project administration
Technical aptitude
Distribution

Managerial

Setting direction
Contract administration
Strategic planning
Budget management
Cost conscious
Results driven
Staff performance
Product development

Personal

Highly organised
Flexible attitude
Embracing change
Hard-working
Always pro-active
Well organised
Highly organised
Conscientious

Career

BUSINESS OPERATIONS MANAGER — May 2007 - Present
Media Sales Company
Responsible for ensuring that all proposals, projects and contracts across the company's Business Operational activities are managed in a timely fashion that maximises the organisations income and profits as a whole.

- Coaching and mentoring people with mixed abilities.
- Identifying, developing and securing business opportunities in line with the business plan.
- Closely monitor the business so that the financial agreements with clients are met.
- Interacting with stakeholders, clients and other 3rd parties.
- Establishing and implementing departmental policies, goals, objectives, and procedures.
- Facilitating communication between employees, managers and company departments.
- Ensuring that daily, weekly workload routines are accomplished.
- Identifying and developing areas for growth from existing projects.
- Coordinating large research and feasibility projects.

TRAINEE MANAGER — Feb 2006 – May 2007
Advertising Sales

Academic

Nuneaton University — 2003 – 2006
Marketing and Management BA (Hons)

Nuneaton College — 2001 – 2003
A levels: Math (A) English (C) Physics (B) Geography (D)

References

Available on request.

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