Luqman Khan

Qatar Doha Al Mansoora
72072710 | luqikhanqtr@gmail.com

OBJECTIVE

Bachelor of Business Administration (BBA) graduate with specialization in Human Resource Management and practical experience in administration and sales. Experienced as an Admin Assistant at Loyal Touch Trading and Contracting, providing administrative support, managing records, handling data entry, and assisting with office coordination. Also worked as a Sales Executive in the telecommunications sector, promoting products, generating leads, and achieving sales targets. Skilled in customer service, communication, data management, and teamwork, with the ability to support business operations and build strong customer relationships.

EXPERIENCE

April 2023 - June 2025

- **Admin Assistant**
  Loyal Touch Trading and Contracting
  Managed office documentation and filing systems
  Performed data entry and maintained records
  Handled emails, calls, and customer inquiries
  Assisted with scheduling meetings and office coordination
  Supported administrative and operational tasks.

Aug 2025 - Feb 2026

- **Sales Executive**
  Westlife Trading Hospitality and Service (Recharge Qatar Ooredoo partner)
  Promoted and sold Ooredoo Fiber WiFi connections to residential customers.
  Achieved monthly targets for postpaid and prepaid SIM card sales.
  Assisted customers with new SIM registration, plan upgrades, and renewals.
  Explained internet packages, promotions, and service benefits clearly to clients.
  Generated leads through outdoor sales and direct customer approach.

EDUCATION

2018 To 2022

- **Bachelor of Business and Administration**
  Kohat University of Science and Technology (Humans Resources Management)

SKILLS

- Human Resource Management Knowledge — 100%
- Recruitment & Documentation Support — 100%
- Team work and Time Management — 100%
- Product Promotion & Upselling — 100%
- Customer Relationship Management — 100%
- MS Office (Word, Excel) — 100%

LANGUAGES

- English Arabic Urdu Hindi