

ANSAR KHAN

Senior Operations Executive | International Business & B2B Trade
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PROFESSIONAL SUMMARY

Results-driven Operations Executive with 4+ years of experience in international B2B trade, export operations, and client management across the plastic packaging and travel industries. Proven record managing end-to-end export cycles, coordinating complex shipping documentation, and onboarding 15+ global clients with a 98%+ on-time delivery rate. Currently driving B2B supplier's contracting at a Dubai-based DMC. Adept workflow coordination, cross-functional team leadership, and building lasting client relationships.

WORK EXPERIENCE

Senior Operations Executive | Skyline Experiences Tourism LLC, Dubai, UAE Aug 2024 – Present

Travel Trade – Destination Management Company (Hotels, Packages, MICE, Events & Weddings)

- Manage end-to-end supplier contracting and negotiations with hotels, venues, and service vendors, reducing procurement costs by ~12%.
- Drive B2B sales for travel packages, MICE events, and wedding/corporate offerings, acquiring 15+ new trade partners within first 6 months.
- Maintain accurate CRM records and generate weekly MIS reports to track sales pipeline performance and team KPIs. Coordinate cross-functional operations between sales, logistics, and vendor teams ensuring seamless delivery of 40+ events/packages monthly.
- Owned end-to-end client lifecycle operations, spanning lead qualification to post-trip closure, with a sustained 95%+ satisfaction rate.

Senior Executive – International Business | SS Polymer & Films, Noida, India Jun 2021 – Aug 2024

Plastic Packaging Industry – Export & International Trade

- Managed export operations for 20+ international clients across 10+ countries, achieving 98% on-time shipment delivery rate.
- Coordinated with 15+ global suppliers on proforma invoices, production schedules, and end-to-end shipment tracking for plastic packaging goods.
- Verified full shipping documentation — including L/C, Bill of Lading, Certificate of Origin, and packing lists — reducing errors by 30%.
- Led sales coordination efforts securing 20+ new purchase orders through proactive outreach, contributing to ~18% YoY revenue growth.
- Led a team of 5, setting daily targets and coaching on compliance, shipping documentation standards, and client communication best practices.
- Maintained MIS dashboards tracking 100+ active shipments simultaneously, enabling proactive delay prevention and stakeholder reporting.

CORE SKILLS

Trade & Logistics: Export, International Trade, Shipments, Shipping Documentation, Bill of Lading, Letter of Credit, Supply Chain Coordination

Industry: Plastic Packaging, Polymer & Films, MICE, DMC Operations, Product Contracting & Coordination, Supplier Management

Sales & Coordination: B2B Sales, Operations & Coordination, Client Acquisition, Trade Partner Management, Team Lead

Tools & Soft Skills: SAP, CRM Portals, Advanced Excel, MS Word, MIS Reporting, Research & Analytical Skills

AI-Enhanced Workflow: OpenAI (ChatGPT), Claude AI

EDUCATION

Bachelor of Business Administration – Bihar Urdu Academy, Patna 2019 – 2022

CERTIFICATIONS

Data Visualisation (Forge – Completed a Simulation involving creating data visualizations for Tata Consultancy Services)