**PERSONAL SUMMARY**

I am working as an archive clerk in a typing Centre at Fujairah. Also had got experienced as a Warehouse Supervisor in Uniliver Warehouse Logistics with proven strengths to plan and co-ordinate the incoming goods, stocks and maintained inventory. And look after supervision, training schedule, development, safety and welfare of team. Before I got experience in Pharmaceutical Marketing Industry as a Territory Sales Manager. Computer skills include: Microsoft Word (Word, Excel, Access, Power Point).

**AREAS OF EXPERTISE**

**Effective supervision- prioritizing skills- making decision- ability to take decision Client Issues-Campaign- Reporting-Sales- Management-Business- Planning-Customer Services-Territory Sales-Identifying Business Opportunities-Creating Brand awareness of Pharmaceutical Companies-Event Marketing.**

**Administrative Clerk**

**Global Delegates for RID Transactions, UAE Date Started – Date End**

Job Title: Achieve Clerk 07 Jan\_\_Till Present

# Responsibilities:

* Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports.
* Typing medical, Health card and Emirates ID services
* Maintain documents for Immigration to make Residence permit, Entry permit, Renewal of Residence permit
* Establishment card and preparation
* Tabulates and posts data in record books.
* Records orders for merchandise or service.
* Receives, counts, and pays out cash.
* Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks.
* Prepares stock inventory.
* Adjusts complaints.
* Operates office machines, such as typewriter, adding, calculating, and duplicating machines.
* Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.

**Uniliver Warehouse Logistics**

**Sharf Logistics, Lahore Date Started – Date Ended**

Job Title: Warehouse Supervisor 09 Aug, 2011\_\_\_01 May, 2013

# Responsibilities:

Maintains inventory and supplies by receiving, storing, and delivering items; securing warehouse; supervising staff.

* Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
* Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
* Secures warehouse by turning alarms on; testing systems.
* Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.

**EXPERIENCE**

**Hilton Pharma, Bahawalnagar, Punjab** **Date Started – Date Ended**

Job Title: Territory Manager 4May, 2013\_\_28May, 2015

**Sales and Market Research:**

Analyzed and carried out market research to come up with innovative methods to generate greater sales and kept up-to-date with competitors’ products and sales actions.

# Responsibilities:

* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments to promote Companies Medical Products.
* Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector.
* Organizing conferences for doctors and other medical staff
* Reaching (and if possible exceeding) annual sales targets
* Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager.
* Keeping up to date with the latest clinical data supplied by the company, and interpreting, presenting and discussing this data with health professionals during presentations;

**VOLUNTEER EXPERIENCE**

### BISP NGO Project, Bahawalnagar, Punjab Date Started – Date Ended

Job Title: Supervisor (Only Three Month)

**Responsibilities:**

* To get training from Non Govt.Organization, Deliver to junior staff
* To complete Poverty Survey form via visiting Rural and Urban Areas
* To audit forms in the evening to make it correct for processing data
* To maintain Team work in Odd Situations

**EDUCATION**

(2010) The Islamia University Bahawalnagar, Bahawalnagar, Punjab Pakistan

 **MS.c Economics**

(2008) The Govt. College Bahawalnagar, Bahawalnagar

 **Bachelor of Arts (**Economics)

**Technical Skills**

Six month Diploma in Computer application, MS-Office, MS-Excel, MS-Power Point

Internet.

**SKILLS AND KNOWLEDGE ACQUIRED THROUGH EDUCATION AND EXPERIENCE**

## Planning and implementation: Marketing campaigns and strategies to meet targets upon monthly basis.

## Marketing Awareness: Creating the awareness about diseases via company’s promotional ads and wall mounting. This supports me to become beneficial for company branding in my territory.

## Time Management Skills: I am a time manager with learning skills and achieved my target 100 % (if possible exceed)

## Excellent communication skills: Developed through experience in Marketing and Human Resource Management

# PERSONAL INFORMATION

 **NATIONALITY** Pakistani.

**DATE OF BIRTH** 05-02-1987 **RELIGION**  Islam.

**Languages:** Urdu, English, Punjabi

**First Name of Application CV No:** **1672230**

Whatsapp Mobile: +971504753686

