***Medical Sales &* Marketing Officer:**

***HASSAN***

***Email ID:*** Hassan-390452@2freemail.com

***Summary:***

Driven qualified medical sales representative with 3 years of experience. A results driven, committed and articulate sales representative with excellent communication skills and a high level of customer commitment. Now looking forward to a making a significant contribution in an ambitious and exciting company that offers a genuine opportunity for progression.

***Professional Experience:***

**MEKTUM HOMEO PHARMA Pvt Ltd, Pakistan :-**

**Job Description:**

The process of selling involves contacting potential customers, identifying their needs, persuading them that our products or services (rather than those of competitors) can best satisfy those needs, closing the sale by agreeing the terms and conditions, and providing an after-sale service.

* Arrange appointments with doctors, pharmacists and hospital’s medical teams, which may include pre-arranged appointments or regular 'cold' calling
* Make presentations to doctors, practice staff, hospital’s doctors and pharmacists in the retail sector
* Organise conferences for doctors and other medical staff
* Build and maintain positive working relationships with medical staff and support administrative staff
* Keep detailed records of all contacts
* Reach, and if possible exceed, annual sales targets
* Win new customers, as well as developing long-term relationships with existing ones
* Plan work schedules and weekly and monthly timetables with the area sales team or discuss future targets with the area sales manager
* Regularly attend company meetings, technical data presentations and briefings
* Keep up to date with the latest clinical data supplied by the company, and interpret, present and discuss this data with health professionals during presentations
* Monitor competitor activity and competitors' products
* Keep up to date with new developments, negative and positive impacts on the business and adapt strategy accordingly
* Develop strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector

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**Rajpoot Homeopathic Medical College & Hospital/ Zunaira Medical Complex:**

**Admin/Receptionist Job Duties:**

* Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
* Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
* Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
* Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
* Ensures availability of treatment information by filing and retrieving patient records.
* Maintains patient accounts by obtaining, recording, and updating personal and financial information.
* Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims.
* Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
* Helps patients in distress by responding to emergencies.
* Protects patients' rights by maintaining confidentiality of personal and financial information.
* Maintains operations by following policies and procedures; reporting needed changes.
* Contributes to team effort by accomplishing related results as needed.
* Respond to emails that arrive using our general office email address
* Utilize our medical office software to schedule new and follow-up appointments for our patients
* Process bills, invoices, and patient payments in office

**Allah-Shafi Homeopathic Store and Whole Sale Dealer.**

**Medical store’s Responsibilities**

* Sell Potencies, Mother Tinctures and Compound Medicines of different companies major included Schwabe, Masood, Mektum and roots etc.
* Assess client’s needs and present suitable promoted products.
* Liaise with and persuade targeted doctors to prescribe our products utilizing effective selling skills and performing cost-benefit analysis
* Provide product information and deliver product samples
* Attend sales meetings, conference calls, training sessions and symposium circuits
* Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
* Keep accurate records and documentation for reporting and feedback.
* Pursue continuous learning and professional development and stay up-to-date with latest medical data.
* Using the computer to keep records up to date.
* Assisting when required to meet targets in relation to dispensing doctor’s scheme

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***Education:***

* Diploma of Homeopathic Medicine Surgery DHMS - 4 years (Homeopathy Dr.) National Council for Homoeopathy, Government of Pakistan.
* Master of Business Administration in Marketing. (18 Years Education) Allama Iqbal Open University Islamabad.
* B.com – I.T [Govt. College of Commerce, GRW] [University of Punjab]
* D.com [Govt. College of Commerce, GRW] [Punjab Board of Technical Education]
* Matriculation in Science [Govt. M.T. High School] [Board of Intermediate & Secondary Education, GRW]

***Summary of Qualification:-***

* Microsoft Office “2007” Punjab Information Technology Board Gujranwala, Punjab]
* Microsoft Office “2013”At Govt. Institute of Emerging Technologies, TEVTA Board, Lahore.
* Spoken English (2015) Course from Government of Pakistan,

Capital Administration & Development Division Directorate of Workers Education Islamabad.

* Basic Computer Course [NTB Building DWE, Islamabad]
* Certificate of Event Management Skills from AFAQ Pvt Ltd, Lahore, Pakistan.

***Personal Information:***

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|  | D.O. B | : | 04-Nov-1989 |
|  | Nationality | : | Pakistani |

***Skills:***

* Excellent communication and presentation skills
* An outgoing and persuasive manner and negotiating skills
* Sales and customer relationship skills
* Confidence and persistence
* Patience and self-motivation
* Analytical and planning skills
* A flexible approach to work in order to adapt to changes, for example in the healthcare system or product and drug formularies
* Strong teamwork and networking skills
* Commercial and business awareness.

***AWARD AND ACHEIV MENTS*** :

* Laptop awarded from Prime Minister Government of Pakistan.
* Participation Certificates from University’s Functions.

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