



M U H A M M A D W A Q A S

+92 334 111 4355

waqas_best5@yahoo.com

Kohat, KPK, PAKISTAN

DOB: April 15th, 1991

www.linkedin.com/in/muhammadwaqas5

SKILLS

- EFFECTIVE COMMUNICATION
- LEADERSHIP & TEAM MANAGEMENT
- TEAM COORDINATION & INTERPERSONAL SKILLS
- ORGANIZATION & PLANNING
- CONFLICT RESOLUTION AND EMPLOYEE RELATIONS
- HR COMPLIANCE AND ETHICS
- PERFORMANCE MANAGEMENT
- RESOURCE MANAGEMENT
- ATTENTION TO DETAILS
- ADAPTABILITY & FLEXIBILITY

PROFESSIONAL

PUBLIC RELATION
LEADERSHIP
TEAMWORK
CONFIDENT

SUMMARY

Dedicated and results-oriented professional with a strong educational foundation in Business Administration and Computer Science. Possessing extensive experience in diverse roles, including Medical Information & Relations Executive, Territory Manager, and Distribution Manager. Proven ability to streamline logistics operations, optimize distribution processes, and ensure efficient office administration. Adept at coordinating cross-functional teams, fostering client relations, and driving business growth. Seeking to leverage academic background, work history, and intrinsic administrative skills as an Admin & Logistics Assistant to contribute effectively to organizational success. Anticipated completion of Post Graduate Diploma in Business Administration in 2024.

EDUCATION

- 2023 - In Progress **DIPLOMA IN BUSINESS ADMINISTRATION (D.B.A)**
VIRTUAL UNIVERSITY OF PAKISTAN
- 2010 - 2014 **BACHELOR OF SCIENCE (B.Sc)**
MAJOR: COMPUTER SCIENCE
KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY, PAKISTAN
- 2012 - 2013 **DIPLOMA IN INFORMATION TECHNOLOGY (D.I.T)**
KHYBER PAKHTUNKHWA BOARD OF TECHNICAL EDUCATION, PESHAWAR, PAKISTAN

WORK EXPERIENCE

- Mar 2022 - Present **MEDICAL INFORMATION & RELATIONS EXECUTIVE**
CCL PHARMACEUTICALS, PVT LTD, LAHORE, PAKISTAN
- Jan 2016 - Mar 2022 (6 Years) **EXECUTIVE TERRITORY MANAGER**
GETZ PHARMACEUTICALS, PVT LTD, KARACHI, PAKISTAN
- July 2014 - Jan 2016 (1.6 Year) **DISTRIBUTION MANAGER & OFFICE ADMINISTRATOR**
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