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| C:\Users\UNICEF\Downloads\WhatsApp Image 2020-02-03 at 3.50.43 PM.jpeg  **Amir KhanS/O SHAFIQ UR REHMAN** **Contact #** *+92 313 2255229*  **Email Address:** *icantchooseone.01@gmail.com* **Address:** *Jail Road, Muhalla Faqeer Abad Huda, Quetta* |

# Professional Summary:

# *Experienced professional with a strong background in sales, promotions, and logistics. Proven track record in exceeding targets, optimizing supply chain logistics, and building lasting client relationships. Adept at problem-solving and innovative strategies, ready to contribute to your team's success.* Education:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BOARD | INSTITUTION | DEGREE | MARKS OBTAIN | TOTAL MARKS | GRADE/ DIVISION |
| HEC | UOB | M.A (IR) | 573 | 1050 | 55% |
| HEC | UOB | B.A (Economics) | 404 | 800 | 51% |
| BBISE | Government Polytechnic Institute. | D.A.E | 2186 | 3300 | 66% |

# Professional Experience:

#### ****SALE Executive at**** GENETICS (PVT) LTD. 15th August 2023 TO till Date

#### RESPONSIBILITIES:

* ***Logistics Coordination:*** *Facilitated the distribution of pharmaceutical products to healthcare professionals, ensuring timely delivery and stock management.*
* ***Market Research:*** *Stayed updated on industry trends, competitor products, and market dynamics, which included monitoring supply chain logistics.*
* ***Sales Planning:*** *Developed sales plans and strategies that incorporated logistics to meet or exceed sales targets and enhance product accessibility.*
* ***Inventory Management:*** *Contributed to inventory control by monitoring product distribution logistics and managing stock levels.*
* ***Reporting:*** *Provided logistics-related data in regular sales reports to management, detailing performance and market insights.*
* ***Weekly Reporting:*** *Prepared and submitted weekly sale/progress reports to head offices, providing updates on sales activities and market progress.*

#### ****SALE PROMOTION OFFICER at**** ACTO LAB. (PVT) LTD. July 2018 – to 15th August 2023

#### RESPONSIBILITIES:

***Logistics Optimization:*** *Collaborated with logistics teams to improve the supply chain logistics, ensuring the timely delivery of promotional materials and product samples.*

***Relationship Building:*** *Cultivated relationships with healthcare professionals, distributors, and logistics partners to streamline product distribution logistics.*

***Market Research:*** *Assisted in logistics aspects of market research and competitor analysis to identify trends that influenced distribution logistics strategies.*

***Product Training:*** *Participated in logistics training and product education for sales teams to enhance their understanding of product distribution logistics.*

***Collaboration with Marketing:*** *Collaborated with marketing teams to ensure the timely distribution of marketing materials and promotional items, involving logistics coordination.*

***Reporting:*** *Prepared logistics-related information in sales reports, including supply chain feedback and performance metrics.*

***Weekly Reporting:*** *Compiled and submitted weekly sale/progress reports to head offices, updating them on sales activities and promotional progress.*

***ACHIEVEMENTS:***

* ***Exceeded Sales Targets:*** *Since joining the team, I have consistently surpassed monthly and quarterly sales targets, resulting in a 20% increase in revenue within the first year.*
* ***Client Relationship Development:*** *I have built and maintained strong relationships with key clients, resulting in a 15% increase in client retention and repeat business.*
* ***Market Expansion:*** *Successfully identified and penetrated new markets, leading to a 30% increase in the company's market presence and brand visibility.*
* ***Team Leadership:*** *I was entrusted with leading a team of sales associates, where I implemented effective training programs and motivational strategies that resulted in a 15% improvement in the team's overall performance.*
* ***Innovative Sales Strategies:*** *Introduced data-driven and innovative sales strategies, including leveraging CRM systems and digital marketing, which streamlined sales processes and contributed to a 25% increase in efficiency.*
* ***Award-Winning Sales:*** *Received the "Top Sales Performer" award for three consecutive quarters in recognition of outstanding sales achievements.*

***TEAM LEAD/TERRITORY MANAGER at*** *NABI QASIM PHARMA (PVT) LTD****. April 2017 – July 2018***  
***RESPONSIBILITIES:***

* ***Logistics Leadership:*** *Oversaw logistics operations in Baloch and Pashtoon Belt, optimizing the supply chain logistics and product distribution.*
* ***Sales Planning:*** *Developed territory sales plans that integrated logistics to ensure efficient product delivery logistics.*
* ***Logistics Training:*** *Provided logistics training and support to sales teams, enhancing their understanding of product distribution logistics.*
* ***Collaboration with Marketing:*** *Coordinated logistics with marketing teams to align promotions, product launches, and campaigns with efficient supply chain logistics management.*
* ***Reporting:*** *Provided logistics-related information in sales reports, including supply chain logistics feedback and performance metrics.*
* ***Weekly Reporting:*** *Compiled and submitted weekly sale/progress reports to head offices, providing updates on sales activities and market progress*

***ACHIEVEMENTS:***

* ***Exceeded Sales Targets****: Consistently surpassed sales targets by executing effective territory sales plans and cultivating strong relationships with healthcare professionals and institutions, leading to a remarkable 20% increase in revenue during my tenure.*
* ***Enhanced Sales Team Performance****: Provided comprehensive product training, market analysis, and ongoing support to the sales team, resulting in a more knowledgeable and empowered workforce capable of delivering outstanding results.*
* ***Strategic Marketing Collaboration:*** *Collaborated closely with the marketing team to coordinate promotions, product launches, and campaigns, ensuring a cohesive and impactful approach in the market, which contributed to successful product launches and increased brand visibility.*

#### ACCOUNTANT ****at**** MAHOOMIDA HAJJ & UMRA SERVICES TRAVELS (PVT) LTD. 5TH FEB 2011 – 1 FEB 2013

#### RESPONSIBILITIES:

* ***Logistics and Inventory Management:*** *Oversaw the logistics and distribution of various items, including dry fruits, Iranian cakes, chocolates, and cooking oils, ensuring timely delivery and inventory control.*
* ***Financial Transactions:*** *Handled financial transactions related to the procurement and distribution of these items, including bills from the National Logistic Cell (NLC).*
* ***Record Keeping****: Maintained accurate and up-to-date records of the logistics, procurement, and distribution of items.*
* ***Account History:*** *Managed account history related to the financial transactions and logistics activities.*
* ***Admin Support:*** *Provided administrative support in logistics and inventory management, including communication with logistics partners and suppliers.*
* *Monthly Stock Report: Prepared and submitted a monthly stock report to the manager, detailing the status of stock and inventory.*

# Skills:

* *Work effectively both as team member and independently.*
* *Problem-solving.*
* *Customer relationship Management*
* *Hard worker, flexibility and fast learner.*
* *Ability to manage conflicts and resolve problems effectively*
* *Leadership skills including team building*
* *Human Resource Management*
* *Training and Development*
* *Software Proficiency*
* *Warehouse Management*
* *Pharmaceutical Sales*
* *Relationship Building*
* *Market Research*
* *Product Training*
* *Marketing Collaboration*
* *MS Excel*
* *Effective Communication*
* *Data Quality Management*
* *Organizational Behavior and Management*
* *Sales Reporting*
* *Communication Skills*

# Honors and Rewards:

* *Prime Minister Laptop (May 2017).*
* *Chief Minister ICT Initiative (June 2016).*
* *Achievement Award for Best Performance 2021 ATCO*

# References:

Available upon request.