



# Naseer Ullah Khan

MSE ( Medical Service Executive)

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## Summary

Desire a challenging position to meet my competencies, capabilities, skills, education and experience; and be an active part of qualified professionals; and to apply my talent, energy and enthusiasm for the mutual growth. An exciting and creative position where there is an opportunity to work with people in an environment of excellence, competition and passion. Make positive contribution towards the given position the organization and enhance the knowledge abilities and skill through organization by contribution.

## Skills

Administrative Organization | Advisory Skills | Analytical and Presentation Skills | Analytical Skills | Build Strong Teams | Coordination Skills | Coordination Abilities | Cross-Cultural Communication Skills | End to End Project Management | Energy Supply Strategies Command | Human Resource Planning | Leadership Collections Handling | Microsoft Excel | Microsoft Power BI | Minutes of Meeting | Monitoring and Evaluation | Monitoring and field data collection | Monitoring Skills | Negotiations Skills | Planning | Planning and Budgeting | PR and Interpersonal Skills | Report Writing | Research and Development | SPSS | Strong Organizing Planning Skills | Structured Documentation | Tableau | Team Work Skills

## Experience

Jan 2023 - Present

### MSE ( Medical Service Executive)

GSK Pakistan, Quetta, Pakistan

#### Tasks/Responsibilities

- **Sales Management:** Territory Managers are often responsible for meeting or exceeding sales targets within their assigned territory. This includes developing sales strategies, identifying potential customers, and ensuring sales growth.
- **Customer Relationship Management:** Building and maintaining strong relationships with customers in the territory is crucial. This involves understanding their needs, addressing concerns, and ensuring customer satisfaction.
- **Market Analysis:** Territory Managers need to assess market conditions, competition, and customer demographics within their territory. This information helps in making informed business decisions.
- **Product Knowledge:** A good understanding of the products or services offered by the company is essential. Territory Managers need to be well-versed in the features, benefits, and applications of the products to effectively communicate with customers.
- **Sales Reporting:** Keeping accurate records of sales activities, customer interactions, and market trends is important. Territory Managers often need to provide regular reports to higher management.
- **Team Management:** In some cases, Territory Managers may be responsible for managing a team of sales representatives within their territory. This involves training, coaching, and guiding the team to achieve sales targets.
- **Budget Management:** Managing budgets for the territory is important for expenses related to sales and marketing activities. Territory Managers need to ensure that financial resources are used efficiently.

- **Promotion and Marketing:** Planning and executing promotional and marketing activities within the territory to increase brand awareness and drive sales.
- **New Business Development:** Identifying and pursuing new business opportunities and potential clients within the territory.
- **Compliance and Documentation:** Ensuring compliance with company policies, industry regulations, and maintaining accurate records related to sales and customer interactions.
- **Problem Resolution:** Addressing customer complaints and issues, finding solutions, and ensuring a positive customer experience.
- **Travel:** Depending on the size of the territory, Territory Managers may need to travel frequently to meet with customers, attend meetings, or assess market conditions.
- **Product Training:** Keeping up-to-date with product knowledge and providing training to sales representatives and customers.

## **Coordinator Civil Society Campaign**

Alif Ailaan Foundation, Killa Saifullah, Pakistan

### **Establish Local Chapters:**

- Identify new local activists in targeted geographical areas and among key constituencies through different methods of outreach
- Recruit volunteers as per the goals set by the campaign through phone, email, and in person outreach through meetings and local events
- Identify opportunities for activists' capacity building, and coordinate the provision of training, mentoring and other assistance required
- Conflict management between the activists/volunteers and ensuring their adherence to the policies of the campaign

### **Communications:**

- Equip local activists with the communications assets to conduct activities that resonate in line with Alif Ailaan objectives, themes and messages
- Establish and oversee Alif Ailaan's local online presence including developing the Facebook and Twitter accounts for local chapters
- Develop and deploy communications campaigns for events and activities to attract local, regional, national and international media coverage
- where appropriate Develop relationships with key media representatives, bloggers, and community influencers to impact the discourse with education related information and news stories.
- Develop and implement local advocacy campaigns around Alif Aliana's main education themes, including production and dissemination of public education materials, media outreach and coordination and organizing public outreach events.

### **Information Management:**

- Organizers will keep consistent records about the supporters they identify, the leaders they develop, the actions they plan and execute, and other information that could be useful for future organizing efforts.
- Collating information and uploading to central database and sharing relevant content to media and social media strands, working to the Civil Society team.
- Collating and providing data/information of activities for monthly and weekly reporting/updates Managing a calendar of on-the-ground activities
- Regularly hold coordination meetings at the district level, share meeting minutes

with the PMU office, and take action on raised points.

- Ensure attendance at monthly meetings and timely submission of reports.
- Collaborate with provincial teams to conduct need assessments, surveys, and community interactions for various project activities.
- Maintain program databases (MIS, training, and log data) in a timely manner  
Provide technical and logistical support to ensure nonfunctional facilities become fully operational.
- Conduct monitoring and supervisory visits to facilities. Adhere strictly to monthly and quarterly program implementation plans.
- Prepare monthly reports as required by the program. Provide data in an organized manner for quarterly progress updates at PMU Islamabad.
- Carry out any other program-related tasks assigned by the supervisor. Complete any other tasks assigned by the supervisor.

Jul 2019 - Apr 2021

### Project Assistant

Tameer-e-khalaq Foundation, Quetta, Pakistan

#### Responsibilities:

- **Administrative Support:** Provide administrative assistance to the project manager and project team.
- **Documentation:** Assist in creating and maintaining project documents, including project plans, reports, and correspondence.
- **Data Entry:** Enter and update project-related data and information in project management software or databases
- **Communication:** Facilitate communication among project team members, stakeholders, and external parties.
- **Scheduling:** Manage project calendars, schedule meetings, and coordinate appointments.
- **Research:** Conduct research to gather information relevant to the project, such as market data, industry trends, or best practices.
- **Task Tracking:** Help in tracking project tasks and milestones, ensuring that deadlines are met and progress is documented.
- **Reporting:** Assist in the preparation of regular project status reports, highlighting key accomplishments, challenges, and upcoming activities.
- **Quality Control:** Assist in quality control activities, ensuring that project deliverables meet established standards and quality requirements.
- **Budget Monitoring:** Support the project manager in monitoring project expenses and budgets, including tracking costs and expenses against the project plan.
- **Team Support:** Collaborate with project team members, providing assistance and support as needed to help them achieve project goals.
- **Meeting Coordination:** Arrange and coordinate project meetings, including preparing agendas, distributing meeting materials, and documenting meeting minutes
- **Client and Stakeholder Communication:** Communicate with clients and project stakeholders as needed, providing updates and addressing inquiries.
- **Procurement Support:** Assist in procurement activities, including obtaining quotes, preparing purchase orders, and tracking deliveries.
- **Compliance:** Ensure that the project adheres to company policies, industry regulations, and legal requirements.

Jun 2017 - May 2019

### Social Mobilizer

GHRO, Quetta, Pakistan

- Lead project team in different areas.

- Aware the masses about the family planning and danger of unhygienic food.
- Arrange behavioral counseling session on health and hygiene. Session conducted on value and benefits of good health
- Manage necessary visit to different areas when needed. Conduct awareness session in different school about health and hygiene.
- Conduct Free Medical Camps.
- Arrange and provide assistance for the on-going project activities.
- Weekly and monthly report of whole progress of project to program coordinator.
- Attend all refresher training sessions and meetings with other members of the project as required.
- Conduct self professionally and personally in such a manner so as to bring credit to GRHO and in no way, jeopardize its humanitarian efforts.

Jan 2016 - May 2017

### **Social Worker**

Urban Basic Services Cell (UBS-Cell), Quetta, Pakistan

- Lead the team to visit various hospitals to observe waste management.
- Monitor waste management on daily basis.
- Arrange 2 days awareness workshop for private hospitals about waste management.
- Monitor and advise correct collection of hospital waste.
- Providing red and white dustbin to the hospital for risk and non-risk waste. Conduct training for the private laboratories.

## **Education**

- 2024 **University of Balochistan, Quetta**  
M-Phill  
Development of Education in Pakistan, Education Development  
Incomplete
- 2022 **Allama Iqbal Open Univeristy**  
Masters in Arts  
Education Development
- 2021 **University of Balochistan,Quetta**  
Masters in Arts  
English Literature
- 2020 **Pakistan Institute of Management (PIM) Ministry of Industries and Production Government of Pakistan**  
Diploma  
Project Evaluation, Project Management, Project Management Professional  
Incomplete
- 2018 **Balochistan Board**  
B.Sc  
Chemistry, Geography, Geology

2016	<b>Government Post Graduate Science Collage, Quetta</b> Intermediate/A-Level Pre Medical
2014	<b>Killi Shakhan Model High School Quetta</b> Matriculation/O-Level Biology, Mathematics, Physical Chemistry, Physices

## Projects

### Professional Certificates

**15/07/2020-7/12/2020 Karachi**

- Successfully completed Professional Diploma in Project Management from Pakistan Institute of Management (PIM) Ministry of Industries and Production Government of Pakistan

**30/06/2012-03/01/2014**

- Advanced certificate from Winsome English language center, Quetta

**03/02/2023-08/02/2023**

- Attended five days training course on Monitoring and Evaluation of Developmental Projects organized by National Center for Rural development (NCRD) Islamabad.

**05/04/2018-08/04/2018**

- Participated in 4-days residential event "Young Leaders

**26/09/2015-14/01/2016 Quetta**

Completed 4 months intensive training course at Baluchistan Institute of Technical Education (BITE) Quetta, Cantt in the trade of COMPUTER BASIC.

**26/09/2023-27/09/2023 Quetta**

- Certificate of Effective Leadership & Strategic Planning from the HP LIFE

## Languages

**Pashto**  
Expert

**Urdu**  
Expert

**English**  
Expert