

# AHSAN AKBAR KHAN

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House # R-1, Row-1, Bl-C, NCECH Society,  
Gulshan-e-Iqbal, Bl-10A, Karachi  
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*I am a hard working individual, who has the ability to work well with others as well as the ability to use my own initiative when making decisions, able to adapt to different work environment.*

## PERSONAL INFORMATION

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Born: November 28<sup>th</sup>, 1993 in Karachi, Pakistan  
Marital status: Married, 2 Kids

## KEY SKILLS

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- Hard Working
- Communication
- Team Player
- Self Motivated

## WORK HISTORY

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NOV 2015 – PRESENT

### HOSPITAL SUPPLY CORPORATION

SENIOR SALES EXECUTIVE – TENDER & MARKETING DEPARTMENT

- Tender Preparation
- Find out new Tenders of Medical Equipments, Disposables & Pharmaceutical Products through e-tenders services, PPRA & SPPRA, etc
- Tender Information forward to all Concern Department for taking action for Participation
- Maintain Proper Record in shape of hard and soft copy of all Quoted Tender Documents and offers
- Make New Quotations with the Approval of Concern Managers
- Assisting the Marketing Manager and Supporting the Marketing Team in Events, Conferences & Marketing Activities
- Management of Marketing Materials and Literature

JUL 2014 – NOV 2015

### MEDLINE TECHNOLOGIES (PVT) LTD

ASSISTANT OFFICER – SUPPLY CHAIN DEPARTMENT

- Tender Preparation
- Maintain Inventory and Analyze All Documentation Such As Invoices, Bills
- Maintain Inventory Reports and Other Supply Documents
- Prepare purchase order
- Maintenance within the Warehouse
- Ensure Products Movement from Suppliers To Customers
- Monitoring Stock Levels
- Maintain Inventory and Stock Reports

NOV 2013 – JUN 2014

**MEDLINE TECHNOLOGIES (PVT) LTD**  
**SALES EXECUTIVE - SALES & MARKETING DEPARTMENT**

- Sales & promotion
- Visit to potential and regular clients on daily basis (Government, Corporate – Hospitals)
- Relationship Building
- Provide Customers with Quotation
- Tender Preparation
- Represent Organization at Trade Exhibitions & Events
- Researching the Market and Related Products

## EDUCATION

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2013 – 2015	<b>B.COM</b> University of Karachi
2010 – 2012	<b>INTERMEDIATE</b> Board of Intermediate Education Karachi
2008 – 2010	<b>MATRIC</b> Board of Secondary Education Karachi

## CERTIFICATE COURSES

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- **MS-Office** from “House of Multimedia & Computer Applications”
- **Introduction to Supply Chain Management** from “ALISON (Online)”
- **Diploma In Supply Chain Management** from “ALISON (Online)”
- **AutoCAD** from “ER Solutions”
- **Architecture Design** from “Skill Development Council”
- **Process Pipe Planting** from “Skill Development Council”

## PROJECTS & ACTIVITIES

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**Participation in:**

- Health Asia 2015
- Health Asia 2014
- Surgicon 2013
- PSSLD 2013 (7<sup>th</sup> Annual Meeting)

## PROFESSIONAL SKILLS

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- MS- OFFICE
- Basic Command on ERP
- Internet & E-mail
- Microsoft Windows XP, Vista & 7

## REFERENCES

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Can be provided upon request