

**Akhter Hussain**

**House # 218, Street # 20-A, Airport Housing Society, Sector 02,  
Rawalpindi.**

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**Cell # +92-302-8110909**

**OBJECTIVES:**

As I have been working in Pharmaceuticals industry since a long so I gained a lot of experience & skills in different fields of, "**Administration, HR, Marketing Services, Office Management, Hotels / Air Reservations & Visas Documentations**" & want to apply my professional and academic knowledge & skills for meeting challenges regarding growth and development of the organizations, and want to chase successful career in the similar fields.

**CURRENT RESPONSIBILITIES:**

ORGANIZATION: Global Pharmaceuticals (Pvt) Ltd, Islamabad	
<b>POSITION: Asst. Manager Marketing Services</b>	<b>August 25, 2014 till date</b>
<b>Responsibilities ↓</b> <ol style="list-style-type: none"> <li>1. Hotel reservations &amp; monthly meeting arrangements / training seminars</li> <li>2. Air reservations both local &amp; international</li> <li>3. Visa documents process for CPHI international conference for superior management</li> <li>4. Drafting all type of official letters in Ms. Word</li> <li>5. Products management in Ms. Exel</li> <li>6. Employees data base management in Ms. Exel</li> <li>7. Sales Presentations in Ms. Power Point</li> <li>8. Vehicles maintenance record, issuance of authority letters, insurance claims</li> <li>9. Laptop record, maintenance, minor trouble shooting, multimedia installation during meetings</li> <li>10. Outlook email communication</li> <li>11. Travelling expense record &amp; payroll submission on monthly basis</li> <li>12. Telecommunication bills record (Mobilink &amp; Ufone)</li> <li>13. Assistance in yearly budget preparation</li> <li>14. SAP data base for marketing department</li> </ol>	

**Past Experience:**

ORGANIZATION: Glitz Pharma, Rawalpindi	
<b>POSITION: Manager HR &amp; Admin</b>	<b>June 06, 2008 to August 24, 2014</b>
<b>Responsibilities ↓</b> <ol style="list-style-type: none"> <li>1. HR policies development &amp; proposal (Leaves, provident fund, recreational activities etc)</li> <li>2. New hiring screening, joining, issuance of appointment letters etc</li> <li>3. Staff requirement &amp; job shuffling</li> <li>4. Yearly evaluation, increments, promotions &amp; confirmations</li> <li>5. Resigns data base, exit interviews, employee retention policies &amp; clearance</li> <li>6. Payroll management</li> </ol>	

7. Supervision of subordinates
8. Vehicles & bikes record, issuance of authority letters, insurance claims & new vehicles documents process
9. Fixed Assets record (Office furniture, laptops, desktops etc
10. Hotel reservations for guests / meetings / trainings
11. Procurement & petty cash management
12. Telecommunication bills record, tracking (Telenor)

#### & Marketing Coordinator

#### **Responsibilities ↓**

1. Monthly travelling expenses of respective group.
2. Distributors monthly claims.
3. Field force coordination / drafting letters
4. Filing & record keeping (hardcopies & soft copies
5. Meetings arrangement & multimedia installation
6. Monthly reports management & follow up.

#### PAST EXPERIENCE:

**ORGANIZATION: Shaigan Pharmaceuticals, Rawalpindi**

**POSITION: Marketing Coordinator**

**Feb 08, 2007 to June 02, 2008**

#### **Responsibilities ↓**

1. Monthly travelling expenses of respective group.
2. Distributors monthly claims.
3. Field force coordination / drafting letters
4. Filing & record keeping (hardcopies & soft copies
5. Meetings arrangement & multimedia installation
6. Monthly reports management & follow up.

#### PAST EXPERIENCE:

**INSTITUTIONAL: The City School (Pvt) Ltd**

**POSITION: Admin & Accounts Assistant**

**1 Year Experience**

#### **RESPONSIBILITIES ↓**

1. To maintain daily attendance of the staff.
2. To prepare monthly salary sheets.
3. To evaluate ACRs of the staff.
4. To prepare files for new inductions.
5. To prepare admission files of the students.
6. To communicate with the bank for daily account ledger.
7. To maintain record of the assets & stationery.
8. To keep communication with the Regional Office Via letters and email.
9. To keep record of incoming and outgoing mails, assets & stationery.
10. To manage meetings and functions.

CALL CENTRE EXPERIENCE:

INSTITUTIONAL: LYSEIS TECHNOLOGIES	
<b>POSITION: CSR</b>	<b>Dec 06, 2016 to Feb 20, 2017</b>
<b>RESPONSIBILITIES ↓</b> <b>US based auto dialer BPO.</b> CSR US based customers, to interact direct with customers for the following purpose & representing <b>US Auto Care Centre.</b> <ol style="list-style-type: none"> <li>1. To verify residing address, mainly state &amp; zip code.</li> <li>2. To verify vehicle information or update in case of change.</li> <li>3. To verify DUIs or any accident tickets of last year.</li> <li>4. To verify present insurance company name.</li> <li>5. To verify email &amp; D.O.B or update in case of change.</li> <li>6. To keep the customers engage until the end of disclaimer &amp; to verify customer's willingness to speak to the local agent or insurance company partners for free quotations.</li> <li>7. To generate successful leads.</li> </ol>	

ACADEMIC & OTHER QUALIFICATIONS:

Qualification	Year	Board / University	%age / Grade
B.Com	2006	U.O.P	C
H.S.S.C (Arts)	2003	A.I.O.U	C
S.S.C (Science)	1998	Pindi Board	D
Certificate in (MS office)	2000	N.M.C.I	B

IT SKILLS

Skill Name	Level	Last Used	Area of Expertise
Computer Software	Good		Installation of Windows & drivers etc
Networking	Good		LAN connection, network sharing etc
Computer Hardware	Good		Installation & maintenance all Input and output devices

LANGUAGES & SKILLS:

Languages	Speak	Read	Write
English	Good	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Punjabi	Excellent	Good	Good

PERSONAL DATA:

NAME	AKHTER HUSSAIN
FATHER'S NAME	NAZAR HUSSAIN
DATE OF BIRTH	APRIL 01, 1980
NIC	37405-2328110-5
DOMICILE	PUNJAB