

COVER LETTER

PHARMACEUTICAL JOB:

NAVEED AKHTAR
Village & Post Office BARSALI,
District & Tehsil BHIMBER,
Azad Kashmir (A.K)
PAKISTAN.
E-mail: naveed2k4pha@hotmail.com
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Dear Sir / Madam,

I have attached the resume with this cover letter for your consideration concerning the position advertised by your company.

I have a strong background of marketing and more vital assignments with in the organisations and it would be demonstrated by my qualifications. This type of experience allowed me to make many profitable contributions in various functional areas with in the organisation.

I am fluent in English and I also speak Urdu, Punjabi & understand quite a bit of Sindhi language. I also consider myself fortunate as I have experienced many culture with in PAKISTAN (Punjab, Sindh & N.W.F.P) as I have completed my education .

Moreover I travelled abroad for my higher studies in UNITED KINGDOM and interact with different cultural civilisation in London(as its Metropolitan City & cultural Hub) & experience Welsh, English & Irish cultures. I travelled to Italy & Rome & observe Emerging Technology and art of Advertisement.

I have my Research thesis of post graduation in marketing strategy of ORANGE NETWORK - company in UK.

My enclosed resume will provide summary of my career history ,qualification and my capabilities.

Please call me at the above phone number or you can also contact me at the above address.

I am looking forward to your reply .Thank you for your consideration.

Sincerely ,

Dr .Naveed Akhtar
Pharm D. Rph. (Pak)
MBA-Marketing (UK)

Enclosure Resume.

NAVEED AKHTAR

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**Personal Profile:**

I am well organised, hard working, enthusiastic and dedicated to my work. I enjoy challenging situations and apply myself 100% to the job in hand, seeking to satisfy my job requirements by providing solutions while establishing or maintaining my company's reputation. I can work equally well on my own or as a member of a team.

I am ambitious and keen to advance in my career, developing and shaping my abilities for the benefit of any employer. I believe that with the experience I have gained over the years of my education, coupled with my natural drive and energy I should be able to enhance my job and contribute beneficially to the on-going success of any employer I work for. I endeavour to work in an environment which is both challenging and rewarding, allowing me to utilise my skills and efforts to learn new experiences as I always try to be a continuous learner.

KEY SKILLS

- Good team player who likes to listen to others and contribute own ideas.
- Innovative ,self starter,target oriented,analytical and planning skills.
- Team building ,problem solving ,interpersonal skills and decision making skills .
- Excellent teamwork skills when leading and motivating a team to achieve.
- Strong verbal and written communication skills.
- Updating and following critical path on a daily basis to keep on top of everyday activities during placement year at Vetcon pharmaceuticals Pvt Ltd. & at Noor Memorial Hospital.
- Ability to compile clear and concise records.
- Able to analyse situations and data accurately and resolve quantitative factors effectively and capable of suggesting ideas and solutions where appropriate.
- Computer literate and competent with Microsoft network, including Word, PowerPoint, Excel.

EDUCATION**ENGLAND (UNITED KINGDOM)**

2010 – 2011 University of Wales. United Kingdom (**UK**)
MBA, Master of Business Administration - (Post Graduated)

2011 **University of Wales ,Certificate of Continuing Education**
(Academic English and British Culture)

SINDH (PAKISTAN)

2004 -2008 **Pharm D, Doctor of Pharmacy - (Graduated)**
University of Sindh , Jamshoro , Pakistan.

Certification. **Registered pharmacist of Punjab Pharmacy Council Lahore,**
Pakistan (Certificate of Registration of pharmacist in Register "A")

PUNJAB - (PAKISTAN)

F.S.C **Federal Board of Intermediate & Secondary Education -Islamabad**
(Intermediate) Army Public School & College -Attock Cantt
 790/110 -Pre Medical with 71.81% marks

N.W.F.P- (PAKISTAN)

Matriculation **Federal Board of Intermediate & Secondary Education -Islamabad**
 Army Public School & College -Peshawar Cantt
 621/850- with 73.05% marks

EMPLOYMENT

Jan 2012 – Still Working - Sr. Pharmacist - Noor Memorial Hospital , Mirpur, Azad Kashmir

Main duties included:

- Retailing of Drugs , Dispensing of Drugs,Storage of Drugs, Record keeping ,Maintaining of cold chain, Make purchase order of drugs and Manage pharmacy Staff.

April 2009 – Jan 2010 Manager Production – Vetcon Pharmaceuticals (PVT) Ltd.- Pakistan

Main duties included:

- As a production manager I was involved in manufacturing of different batches of syrups, suspensions, ampoules, tablets and vials. Also worked in quality control (Q.C) and quality assurance (Q.A) departments to maintain the quality of products and assure the proper batch production. Duties involved monitoring the size, color, and shape of the products by following SOP (Standard Operating Procedures).
- Also worked in packaging departments to check the quality of products. This involved the printing and labelling of different products like syrups, tablets, ampoules and vials etc.

**Feb. – April 2009 Hospital Pharmacist Training Programme (Internship) –Islamabad
Institute Of Medical Sciences, Pakistan**

Main duties included but not limited to:

- Worked in all areas of pharmacy including Medical stores, outdoor department and indoor department.
- Performed an important consultative and management role being responsible for planning of Pharmaceutical services and the establishment and maintenance of safe systems of work within their department.
- Co-ordinating with inventory control system to improved service for the patients. This also helped with better co-ordination among medical, nursing and other services.

INTERESTS

- I enjoy playing football, cricket, baseball .I also worked as a volunteer at University of Wales ,United Kingdom ,during open days and Fresher weeks. Also worked as a Library Volunteer in England,helps to run the Sneinton Dale , Meadows , Hyson Green Library URDU READING GROUP meetings.
- I also helps to organise other events in the Library for the ASIAN COMMUNITY such as EID EVENTS , INTERNATIONAL MOTHER LANGUAGE DAY in Manchester(UK).Helped to launch various advertisement products for kids ,adults and loyal customers in London,also I was part of building awareness regarding diet control and healthy life style activities for beginners "The Gym" in Nottingham(UK).

REFERENCES - Available upon request.