Address: House # 145/C1, Block –D, Post & Telegram (P & T) Co-operative Housing Society

Sector 31-D, Korangi Township, Karachi, Pakistan.

Contact: +92 333-8630880, E-mail: fakhar\_mona@hotmail.com

**OBJECTIVE:**

Want to attain financial stability and establish myself in a well reputed organization for the betterment of my future. I am an honest, trustable and hard worker. My objective is to play an active and perform all responsibilities with zeal.

**ACADEMIC QUALIFICATION:**

* M.B.A Management (In Progress) from Iqra University
* B. A in 2nd Division from University of Karachi
* H. S. C (Pre – Engineering) in 1st Division from Board of Intermediate Education Karachi
* S. S. C (Science) in 1st Division from Pakistan Air Force School Karachi

**Computer Skills:**

* Windows 7 / 8 / 98 / XP
* Ms. Office (Word, Excel, Power Point, Outlook)
* Internet Browsing

**WORK EXPERIENCE:**

* **SURE BIO DIAGNOSTIC & PHARMACEUTICALS (JANUARY 2013 TO Till)**
* Working as an **“Assistant Director”** & also dealing in **HR** & **Administration** departs.
* Assist director sales & services; maintain meetings, letter drafting, and filing work.
* Maintain sales staff attendance & sale reports monthly basis.
* Maintaining media marketing all over Pakistan.
* Keeping in contact with existing customers in person and by telephone.
* Meeting sales targets.
* Making presentations to promote new products and special deals.
* Meeting regulatory compliance standards.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Prepares employees for assignments by establishing and conducting orientation and training programs.

* **QUALITY GOLF PAKISTAN (PVT) LTD. (FROM FEBRUARY 2010 TILL JANUARY 2014)**
* Working as admin Executive cum “Secretary of CEO”.
* Maintain meetings, letter drafting, and filing work.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintaining media marketing all over Pakistan.
* **LALANI & ASSOCIATES ( FROM SEPTEMBER 2008 TO JANUARY 2010)**
* Working as **“Document Coordinator”.**
* **Software entries, Filling, Letter Drafting, Clients Dealings and also look after “Front Desk”.**
* **HASSCON SERVICES (8 MONTH)**
* Worked as **“Assistant Admin Office & Computer Operator”**
* **PAK SECURITY SERVICES ( 1 – YEAR)**
* Work as **“Admin Officer”**

**PERSONAL INFORMATION:**

Father’s Name : Rana Ghazanfar Ali (Late)

Date of Birth : July 3rd 1984

Marital Status : Single

CNIC # : 42501-4567552-8