**FARRUKH SHAHEEN **

**OBJECTIVE**

**Work with a progressive organization where, I can utilize my skills for improving performance and contributing substantially towards the growth of the organization.**

**PERSONAL INFORMATION**

Father Name Abdul Latif

Date of Birth 06-11-1978

N.I.C number 31304-7807697-1

Domicile Rahim Yar Khan

Permanent address Mazhar Farid Colony St#5 H# 388/A

Sadiq Abad

Marital status Married

Contact Number +923347311399

+923040036508

E-Mail Fakhir14986@yahoo.com

Farrukhshaheen6@gmail.com

**Qualification Institution Session**

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| --- | --- | --- |
| MBA | I.U.Bhawalpur | 2009 |
| BA | I.U.Bhawalpur | 1999 |
| FSc | G.C.Sadiq Abad | 1996 |
| Matric | G.M.H.S Sadiq Abad | 1994 |

**OTHER QUALIFICATION**

* 1 Year Diploma In Computer Hardware
* 6 Month Diploma In Computer Applications

**EXPERIENCE**

More than 10 years experience of sales and marketing including 3 year experience of office management

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|  | **Organization** **ZAFA Pharmaceutical Laboratories (PVT) LTD.**  November 04,2003 To July 30,2006 as District Sales Officer in R Y Khan.    **Organization**  **Sanofi Aventis**  (August 01, 2006 to February 10, 2008).As Pharma Associate in R Y Khan. |
|  | **Organization:**  Green Star Social Marketing  **Designation**  Zonal Manager Operations BAHAWALPUR  **Responsibilities**   * Administration of Zonal office including Finance, Admin support, Hiring, Stores and purchasing. * Supervision of MIO team. * Compliance and implementation of organizational policies, system and procedures at zonal level * Financial and administrative management**,** including admin support tohealth services and Interpersonal communication team. * Strong coordination with Interpersonal communication team to address zonal issues * Develop and implement work plans on the basis of targets * Timely reporting of data from the field to H/O and management reporting while ensuring accuracy, timeliness and credibility of reports * Recruitment, development and retention of quality staff complying hiring criteria and ensuring high quality of manpower * Responsible for back checks, control and verification of results.   **Currant Employment:**  Marie Stopes Society  **Designation**  District Coordinating Officer  **Responsibilities**   * Administration of overall project in the district * Look after pay roll, time sheets and other administrative matters like hiring of staff & procurement * Handle finances & Petty cash * Coordinate with head office & regional office * Facilitate district staff for their daily work * Implementation of organizational policies * Arranging transportation & accommodation for visitors * Capacity building of concerned staff * Liaising with GOVT & private stack holders * Achievement of overall projections at district level   **Trainings**   * Initial Sales Training Program(Sanofi Aventis)   August 18,2006   * A basic communication training by (Aventis) * MR Training Session(Green Star Social Marketing) February 29,2008 * Basic Selling Skill Training Course(GSM)   June 04, 2008.   * Communication skill training by center of business skill * Selling skill and sales call training in Multan by Invictis. * Capacity Building training on Behavior change by Marie Stopes at Multan     **Reference**  Available On Demand |