

**OBJECTIVE**

To pursue a challenging career in a leading and progressive organization that promises learning and career building opportunities by utilizing my skills towards the growth of the organization.

**Hira Noureen Khan**

**PROFESSIONAL EXPERIENCE**

House # B-IV/874/M-9,

Sohan Colony Muslim Town, Rawalpindi, Pakistan

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92-051-4472228

*hiramomina*[*@gmail.com*](mailto:xyz@yahoo.com)

AUG 2015 till Now **ADMIN Face Book pages**

[www.facebook.com/kazmicolumnist](http://www.facebook.com/kazmicolumnist)

[www.facebook.com/100lafz](http://www.facebook.com/100lafz)

[www.rawalpinditimes.com](http://www.rawalpinditimes.com)

Also working as **Online Content Writer** in news agency

Responsibilities and routine tasks includes:

Drafting, Composing, Presentations, Printing, Handling Office files and reports, Managing statements, Work sheets

**Marketing and Communication Experience**

JULY 2012\_ AUG 2015 **SANOFI Pakistan**

Worked as Pharma Associate

Responsibilities and routine tasks included:

Marketing and sales of products to HCPs with polished skills to get business with fast and focused objective.

NOV 2011-JUNE 2012 **Danone Pakistan**

Worked as a Medical Representative.

Responsibilities and routine tasks included:

Introduction infant formula to HCPs with polished skills while abiding Local code for protection of Breast feeding to get business with fast and focused objective.

JUL 2008-OCT 2011 **Nestle Pakistan**

Worked as a **Medical Delegate**.

***Computer Skills: -***

* Microsoft Office (Windows 8 & 10)
* Internet

Responsibilities and routine tasks included:

Dissemination of updated knowledge to HCPs about infant products with polished skills while abiding Local code for protection of Breast feeding including tasks as given below.

JUL 2006-08 **Abbott Pakistan**

Worked as **Medical Delegate**

Responsibilities and routine tasks included:

* arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;
* making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors, and pharmacists in the retail sector. Presentations may take place in medical settings during the day or may be conducted in the evenings at a local hotel or conference venue;
* organizing conferences for doctors and other medical staff;
* building and maintaining positive working relationships with medical staff and supporting administration staff e.g. receptionists;
* managing budgets (for catering, outside speakers, conferences, hospitality, etc);
* keeping detailed records of all contacts and reaching (and if possible exceeding) annual sales targets;
* planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions;
* regularly attending company meetings, technical data presentations and briefings;
* keeping up with the latest clinical data supplied by the company and interpreting, presenting and discussing this data with health professionals during presentations;
* monitoring competitor activity and competitors' products;
* working with team managers to plan how to approach contacts and creating effective business plans for making sales in a particular area.

**Other Experience**

* Coaching Experience in an Academy for two year 2003 to 2005

**Academic Carrier**

2004 **University of Punjab** Lahore, Pakistan

Bachelors of Sciences (Botany, Chemistry &Zoology ) 2nd Division

2002 **Rawalpindi Board** Rawalpindi, Pakistan

Fsc (Pre-medical) 1st Division

2000 **Rawalpindi Board** Rawalpindi, Pakistan

Matric (Pre-medical)) 1st Division

**Certification**

* IELTS from National University of Modern Languages (NUML)

(Summer Course in the year 2004)

* Professional Detailing Skills from Achieve Global

**Professional Achievement**

* Best Presenter Award
* Best Detailer Award
* Best Knowledge Award
* Super User of Team
* Best Internal Magazine Writer Award

**Professional Skills**

* Professional Detailing Skills from Achieve Global
* Presentation Skills
* MDMS Skills
* Personality Development

**Personal Profile**

Father’s Name: Muhammad Afzal Khan (late)

Date of Birth: September 03, 1984

Nationality: Pakistani

C .N. I .C # 37405-4734075-8

Languages: English, Urdu & Punjabi.

Marital Status: Single

**Reference**

Will be furnished upon request.