**Muhammad Ayaz khan**



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Pakistan

**CAREER OBJECTIVE:**

To secure a challenging position in **Marketing / Marketing coordination / Health and safety** where in effectively contributeandadd value to an organization by utilizing my skills and abilities with sincere efforts and thereby achieving organizational and personal goals.

**PROFILE:**

* 5+ years of experience in sales & marketing, sales coordination & customer service in Saudi arabia.
* Professionally qualified with Doctor of Pharmacy Pharm D from university Of Peshawar Pakistan
* Licensed Pharmacist from Saudi Health Ministry.
* Proficient in MS Office Applications & basic skills in LAN Network, Internet and Email ( POP, IMAP )
* Hold a Valid Driving License
* Well experienced in providing customer service & support to clients and handle general administrative tasks.
* Independent, self-motivated, able to take responsibilities & work well under pressure.
* A good team player with demonstrated ability to learn quickly & apply the same effectively.
* Highly resourceful, with an ability to organize and prioritize multiple tasks.
* Excellent communication & interpersonal skills.
* Ability to establish a strong collaborative relationship with individuals and across the organizations.
* Effective verbal and written communication skills (English and Arabic) with the ability to present ideas clearly and concisely.

**EXPERIENCE HISTORY:**

* **Sales Manager** ,Responsible for all sales activities in western region, Stars horizon medical company Jeddah Saudi arabia
* **Product Specialist** , Working as product specialist for surgical instruments (ALLEN Med) covering western region including remote areas with proven results.(Jun 2011-jun 2014)
* **Medical Rep** ,First United Medical Company Saudi Arabia, established successfully operation branch for the company in the Western Region of Saudi Arabia including remote areas (july 2007-jun 2011)
* **Free lancer** ,Wadood sons pharmaceuticals pakistan (March 2005-April 2007)

**JOB PROFILE: Marketing & Marketing Coordination**

* Build a professional sales team to achieve sales and develop product.
* Maintain the existing clients.
* Identify potential products, conduct market survey and help bringing the product.
* Coordinate with other sales & marketing personnel in issues pertaining to advertising, sales promotions, public relations etc.
* Monitored competitors’ activities.
* Forecast Volume and Value of the product on Yearly and Monthly Basis.
* Coordinated with clients & the organization and acted as good will ambassador.
* Process sales orders accurately & timely.
* Prepare & submit MIS Reports to Management on sales activities.
* Communicate all sales activities to senior management so as to ensure maximum operational efficiency & total customer satisfaction.
* Receive & redress customer grievances.
* Responsible for after sales activities; ensured that the customer service is at its best.
* Organize Training sessions for Applicators.
* Co-ordinate with the Production Department to Ensure Best Service to the Market.
* Give Regular feedback on Product and sales report to Sales Manager.
* On-site Visit to Assist the Customers and Contractors to solve their queries if any.
* Involved in pricing, sales target review, staff performance, sales commissions etc.
* Responsibilities for supporting the sales team for achieving sales and reaching the given targets.
* To build long-term relationship with customers and solving their problems.

**JOB PROFILE: Administration**

* Assists in the preparation of department budgets and expenses.
* Dealing day to day administrative activities of the company.
* Maintain leave records of employees by recording and administering regular activities and forwarding to H.R Manager
* Tracks office supply inventory and approves supply orders.
* Informing employees about their daily work schedule and shifts.
* Overseeing sales team daily activities.

**EDUCATIONAL QUALIFICATIONS:**

Doctor Of Pharmacy Pharm D university of Peshawar Pakistan (2002-2007)

Foundation - (Grade 12) Islamia College (2000 – 2002)

O’ LEVELS – English Language School (2000)

COMPUTER SKILLS (M.O.E Certified)

* Generic Use of Microsoft Windows 98/Vista/XP and Windows Server 2003/2008
* Configuring LAN Network, Internet and Email ( POP, IMAP )
* Word for Formatting Letters/Application
* Excel for Calculations/Graphs
* Power Point for Preparing Presentations
* Configuring Outlook to Send/Receive Emails

**PERSONAL PROFILE:**

Birth Date : 6th April, 1983

Gender : Male

Nationality : Pakistani

Marital Status : Single

Driving License : Light Vehicle, Since 2009

Visa Status : Transferable visa

Languages Known: English, Arabic, Pashto ,