

**R-355, DASTAGIR, BLOCK-9**

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MUHAMMAD NADEEM

**Professional Summary**

Serving pharmaceutical sector from 2012 as a Sales Coordinator  
Worked in Textile Companies as a Supervisor in LAB  
Currently working in United Distribution Pvt Ltd (UDL) Assistant Manager HR, independently handling my Division reporting to HR Head.

**Qualification:**

BSc in Chemistry

**Experience:**

**Assistant Manager HR**

**UDL**

**June 2012 – Present (3.6 years) Karachi**

Preparing Salary Offers for New Hires & Promotions,  
•Participating in different Salaries and Benefits surveys,  
•Assisting C&B Manager in Global Performance Management and Global Compensation Planning,  
•Assisting all the employees in understanding HR Systems and Rewards Policies,  
•Providing all necessary data and documents to Payroll In-charge, required for payroll processing,  
•Creating payroll interface and validating interface files,  
•Initiating Final Settlement of Separated Employees,  
•Coordinating with Payroll In charge and Finance Department for timely Final Settlement payments,  
•Maintaining and updating Personal Folders, legal documents and other personnel matters, efficiently and confidentially,  
•Ensuring timely and effective management of employees leave status,  
•Processing all sort of Employee loans & Other Advance Payments,  
•Managing Group Life Insurance,

[**Assistant Manager Sales**](https://www.linkedin.com/vsearch/p?title=Assistant+Manager+Sales+Coordinator&trk=prof-exp-title)**. Admin at Pfizer Pakistan**

**January 2012 – June 2012 (6 Months) Contractual**

Coordination with marketing & distribution department for timely disbursement of sales stock and promotional material dispatches  
• Coordination and facilitation of meetings (Quarterly, Half yearly, Annual sales conference & other events) as core team member (Events organized locally at Karachi, Lahore & Islamabad and internationally at Dubai & Bangkok)  
• Information protection program coordinator for the department  
• Coordination of sales force activities with related departments  
• Liaison between planning, distribution, product management, finance, human resource etc. and the sales function  
• Coordination of hiring and separation process for field force  
  
Maintaining & Supervision  
• Maintaining hiring and separation process for field force  
• Maintaining sales field force structure  
• Supervising field force monthly expenses processing  
• Supervising field force a.ccessories (Helmet & Detailing bag) maintenance   
• Supervising dispatches to field force  
  
Business support  
• Preparing weekly sales report on regional and national basis   
• Ensuring sales data Integrity  
• Monitoring sales performance for reporting to senior management.  
• Developing and deploying automated solutions for efficient functioning of field force

**Languages**

* **English Urdu**