**MUHAMMAD NIAZ**



House No. 980/E-8, Street # 03, Umer Farooq

Colony, Dhoke Chaudhrian, Rawalpindi Cantt.

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|  | | *Date of Birth:* October 03, 1982 |
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| **OBJECTIVE** | A challenging profession in a dynamic organization, where my knowledge can be utilized to achieve success through diligence, devotion and innovation. | |
| **QUALIFICATIONS** | ***Master in Business Administration 2008*** ***Human Resource Management (3.01 CGPA)***University of the Punjab, Lahore, Pakistan ***Bachelor in Arts 2005*** University of the Punjab, Lahore, Pakistan | |
| **EXPERIENCE** | **AGROR PHARMA (Pvt) Limited** **Customer Services Manager** September-14 to date  * Management of Human Resource Department * Management of Administration & Operation Department * Management of Distribution Department * Management of Marketing Services Department * Management of Sales Reporting/MIS | |
|  | **Global Pharmaceuticals (Pvt) Limited** **Assistant Manager Marketing Services**  March-12 to August-14 To Assist Chief Operating Officer/Director Marketing & SalesDrafting of Corporate correspondence of COO/DMS (Internal/External)To make IMS Corporate Companies ranking, Brand & Products Ranking.Competitor Brands & Products AnalysisSales Analysis as per requirement of senior managementHotel Reservation for ZM, SM & SPO meetingsAir Ticketing ReservationPromotional Material Printing demandsGenerate & Forwarding Products sampling demandVerification of vendors invoicesNew Vendors Hiring & markets visitsHelp out senior Management during preparation of BudgetLiaison with Account Department for issuance of monthly & promotional budget chequeAdministration & project head of "Field Operation Management Software" & “Field Force automation software” designed in SAP.Managing Marketing Coordinators/Executives Team of 07 Persons & 01 SAP Coordinator.Managing marketing services department in the absence of Manager.Near Expiry products follow-up & make deductions from Field Force as per near expiry policy. | |
|  | **Ferozsons Laboratories Limited** **Senior Executive - MIS**  July-09 to Feb-12   * Report companies sales data for IMS ranking. * Prepare daily, weekly & monthly sale report of group of companies for middle and senior management. * Showing the sale trend by making comparison report of primary & secondary sale for senior management * Strong coordination with distributor to get secondary report on daily basis * Coordinate with vendors for purchasing I.T equipment’s by registered suppliers * Managing whole operational activities regarding server room, web site administration, network administration and TCP/IP control * Finalize all type of incentives including new launches and field force on quarterly basis * Report to IMS regarding new launches, literatures of new launches, competitor analysis and price changing info on quarterly basis * Any special assignment assign by director commercial and president of company * Preparing presentation for director commercial and president of company | |
|  | **Khattak Sons (Pvt) Limited** **Administrator *(Lahore Region)***  December-08 to June-09   * Managing and supervising all Regional Staff (Sales, Technical). * Coordinate with Shell Pakistan Limited and other organizations regarding Sales, Technical, Billing. * Managing all Sales, technical, Accounts, and HR related issues. * Managing Shell Pakistan Ltd Retail Outlets regarding maintenance/ Technical problem at Lahore Region, Gujranwala Region, Faisalabad Region and Multan Region. * Maintain their attendance and scheduling their activities. * Developing and maintaining necessary office record files. * Facilitating office staff in admin related issues. * Procurement of Office equipment electronic and other stuff like furniture. * Liaison with government bodies for official work like coordinating with National Highway Authority, SNGPL, WAPDA, PTCL, Ministry of Interior, Passport & Immigration office for extension of Visas etc. * Ensuring the submission of daily progress/performance reports by office staff, and its file keeping. * Purchasing of assets and hiring services regarding office maintenance. * Dealing with sub-contractors regarding admin related activities. * Maintaining the office record & administration * Maintaining complete record of the company assets (All Region). * Verified & clearance of Monthly bills. | |
|  | **Human Development Foundation** **Administration Officer**  July-08 to November-08   * Managing and supervising support staff (Reception, Kitchen, Security, Drivers etc). * Coordinate with Pakistan State Oil regarding Fleet Card issues. * Managing Petty Cash. * Maintaining staff attendance, Developing and maintaining necessary office record files. * Facilitating office staff in admin related issues. * Procurement of Office equipment electronic and other stuff like furniture. * Liaison with government bodies for official work like coordinating with National Highway Authority, SNGPL, WAPDA, PTCL, Ministry of Interior, Passport & Immigration office for extension of Visas etc. * Ensuring the submission of daily progress/performance reports by office staff, and its file keeping. * Maintaining leave record of employees. * Purchasing of assets and hiring services regarding office maintenance. * Dealing with sub-contractors regarding admin related activities. * Maintaining the office record & administration * Maintaining complete record of the company assets (All Region). | |
|  | **Khattak Sons (Pvt) Limited** **Administrator *(Rawalpindi Region)***  June-07 to June-08   * Managing and supervising all Regional Staff (Sales, Technical). * Coordinate with Shell Pakistan Limited and other organizations regarding Sales, Technical. * Managing all Sales, technical, Accounts, and HR related issues. * Maintain their attendance and scheduling their activities. * Facilitating office staff in admin related issues. * Liaison with government bodies for official work like coordinating with National Highway Authority, SNGPL, WAPDA, PTCL, Ministry of Interior, Passport & Immigration office for extension of Visas etc. * Purchasing of assets and hiring services regarding office maintenance. * Maintaining complete record of the company assets (All Region). | |
|  | **Shell Pakistan Limited** **Assistant Maintenance/ Call Log Operator**  January-05 to December-06   * Maintaining **Management Information System (MIS)**, a very helpful program for dealing with day-to-day complaints of the sites for early & quick solution. * Maintaining complete financial record of a site for expenditure incurred against all the record of the company assets on a very useful tool known as **Management Information System (MIS)**. * Generate monthly reports to asses the performance of different contractors. * Maintaining & record keeping of the store. * Coordinating with suppliers for getting quotations. * Processing quotations according to internal procedures. * Processing Payment Vouchers. * Maintaining a complete store of assets like dispensers, spare parts, power supplies etc. * Maintaining Asset ID register according to Shell Global Standards. * Managing and updating asset records in hard & soft copy. | |
|  | **International Traders** **Computer Operator**  March-02 to April-03 | |
| **EXTRA-QUALIFICATION** | ***Diploma in E-Commerce & Web Designing 2006*** NICS, Rawalpindi *(3-Months)****Diploma in Information Technology (DIT) 2003***  Crescent Computer College, Rawalpindi *(01-Year)* ***Diploma in Computer Sciences (DCS) 2002***  Sanatzar, Bhakkar *(6-Months)* ***Diploma in Office Management (DOM) 2001***  Sanatzar, Bhakkar *(3-Months)* | |
| **PROFESSIONAL KNOWLEDGE**  **OF COMPUTER** | Computer Languages: Working on web designing (HTML, DHTML, CSS, Front Page 2000, Java Scripting, VB Scripting, IIS, ASP), Database Concept, SQL Statement. Computer Operating System: Windows 7, Vista, 98, Windows NT, Windows Me , Windows XP Professional, Windows 2000 Professional, Advance sever 2000, XP, Software Installation, Computer Assembling Computer Packages: Macromedia Flash, Macromedia Flash Dream Weaver, Microsoft Office 2010, 2007, XP, 2000, 2003, MS Word, MS Excel, MS Access, MS PowerPoint, In-Page 2000,Corel Draw, Corel Draw Photo Paint, Adobe Photoshop CS, AutoCAD, Peachtree Accounting etc. | |
| **EXTRA-CURRICULAR ACTIVATIES** | * Participated in dramatics, Comparing, in different functions a college level. * Organizing group activities and attending seminars. | |
| **PERSONALITY** | I believe on hard work. , Honesty, Teamwork, Courtesy, Respect for the authorities | |
| **SKILLS**  **SUMMARY** | Team Management, Conflict Management, Policy development, Internal & External Coordination, Procurement, Fleet Management, Store Management (office consumables), Official Communication with contractors & sub-Contractors, Report generation, Performance Management, Policy Implementation, File keeping, Computer knowledge, enough for personal trouble shooting, Web development (in html) | |
| **LANGUAGES** |  English  Urdu Punjabi | |
| **HOBBIES** | Games (Cricket, Badminton), Reading books, Music, Traveling, Surfing internet | |
| **PERSONAL DATA** | **Father’s Name:** Muhammad Riaz **CNIC# :** 37405 -0388818**-**9  **Domicile :** Attock (Punjab)  **Nationality:** Pakistani  **Marital Status:** Married **Religion :** Islam | |
| **REFERENCE** | References could be provided upon request. | |