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| Muhammad Omair | omair |
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| *Address: Flat C-25 Sunny Heights Main Rashid Minhas Road Karachi**Contact: 021-34024388**Cell: 0333- 2152789**Email: muhammad\_omair@hotmail.com* |

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| **Objective:** | To implement my acquired knowledge and skills and to further enhance them by continuously learning in a challenging environment**.** |

**Professional Career Summary:**

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| **Work Experience**  **Principal Responsibilities**  Preparation of registration application / dossiers of the drugs according to Common Technical Documents (CTD), ACTD Formats and as per requirement of Export Department. Liaise with production and QC / QA department for completion of information for filling documents in a timely manner for completion of dossiers.  Handling all kind of queries regarding products registration and renewal of export drugs application / dossiers  Complete and make dossiers for Sri Lanka, Viteman, Philippines, Tanzania etc. | Organization & Designation  **Indus Pharma (Pvt) Ltd** Regulatory Affairs Executive  Jun 24th 2015 - Oct 31st 2015 |
| **Principal Responsibilities**  Preparation of Dossiers for export on ACTD and CTD format.  Coordinate with the concern departments for timely provision of documents for preparing registration dossier.  Maintain the Registration Files, Registration Certificates and Registration correspondence and ensure the availability when needed  Develop and execute dossiers for Sri Lanka, Viteman, Cambodia, Myanmar etc.  Read the proof of the text of new or improved art-work for labels, outer pack and other literature of products and indicate the corrections and changes. | **Noa Hemis Pharmaceuticals**  Regulatory Affairs Executive  Oct 03rd 2013 – Apr 9th 2014 |
| **Principal Responsibilities**  Ensure timely and effective actions on quires received from customers  Updating customers, product and price information  Liaising with sales to provide desired service to the customers  Focusing on customer service aiming to enhance product portfolio  Promote Product development  Regularly updating Pharmaceutical sales division with BD activities | **Morgan Chemicals**  Business Development Executive  Aug 16th 2010- Feb 12th 2011 |
| **Principal Responsibilities**  To look after all matters related to Exports which includes Order processing according to schedule, Export Documentation, customer correspondence, LC monitoring, timely approval of NOC’s, Close co-ordination with Production & Warehouse for timely delivery of stocks,  Liaison with Clearing, Forwarding and Insurance Agent Bill processing of Clearing, Forwarding and Insurance Agent, preparing Bank Negotiating Docs. | **Indus Pharma (Pvt) Ltd** Management Trainee  (Export Dept)  Sep15th 2008 - Apr 1st 2010 |

**Internship Experience**

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| --- | --- |
| **Organization :** | **Brookes Pharmaceuticals (Pvt) Ltd** |
| Organization Type : | Healthcare Sector |
| Designation : | Internee (Production Dept) |
| Tenure : | (1st Apr -10th Sep 2008) |

**Academic Education**

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| **Sr.** | **Degree** | Institution / University | **Passing Year** |
| 1 | MBA Marketing | HIMS City Campus Karachi | 2013 |
| 2 | B.Pharmacy | Hamdard University Karachi | 2008 |
| 3 | Inter (Pre-Medical) | Govt. Dehli College Karachi | 2003 |
| 4 | Matric Science | Saqib Public School Karachi | 2001 |

**Computer Skills**

Microsoft Office

**Social Membership & Co-curricular / Leisure Activities**

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| --- | --- |
| **Sr.** | Description of Activities |
| 1 | Reading Books |
| 2 | Internet |
| 3 | Personal Grooming |
| 4 | Social Gathering |

**Personal Information**

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| Father’s Name : | Muhammad Akram |
| Date of Birth : | 15th July 1986 |
| Marital Status : | Single |
| CNIC No. : | 42201-7698981-9 |
| Religion / Nationality : | Islam / Pakistani |
| Language Competency : | English and Urdu |