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| Usman Mahmood Khan  **Call: 0300-2792279**  **Address: R-33, Block 16, Gulistan-e-Johar, Karachi**  **E-mail**: [usmanikhan@gmail.com](mailto:usmanikhan@gmail.com) |  |

Objectives

*To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my professional skills and capabilities to excel*

Education

**2015 *Master of Business Administration (MBA)***

***Dow University of Health Sciences***

2012 *Bachelor of Eastern Medicine & Surgery (B.E.M.S ),*

***Hamdard University***

Experience

**September 2015 – To Date |AM Surgical Distributors**

**Assistant Product Manager**

* Establishing and maintaining effective relationships
* Developing and implementing sales strategies.
* Making & delivering product presentations to the hospital management.
* Usage of products through presence in the surgical suite.
* Help in identifying the target audience of a product.
* Produce clear and concise written correspondence in the form of letters and emails
* Assisting team members with day to day marketing tasks and coordinating marketing projects and activities as requested.
* Work with manager and business units to determine event budget and manage expenses to that budget.

October 2013 – March 2014 | SINA Health Education & Welfare Trust, Karachi

***Associate Medical Officer***

* To ensure the highest standards of patient care.
* To establish and maintain teamwork
* Co-operation with the multidisciplinary team i.e. Nursing, Radiology etc.
* To ensure maximum benefit from coordinated care.
* Examine patients of all ages
* Prescription Writing
* Appropriate history and clinical examination
* Appropriate investigations (e.g. CXR, ECG, Lab work-up)
* Ensuring medical records, documentation and discharge .

Skills

* Accurate and efficient.
* Outstanding work ethics.
* Quick learner and willing to get involved.
* Strong listening and information seeking skills.
* Agile and result oriented.
* Recognized for analyzing, organizing and problem solving.
* Bilingual: English and Urdu.
* Proficient user of different packages of MS Office including: MS Word, MS PowerPoint, MS Excel.