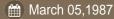


MUHAMMAD MUDDASSAR SALES & MARKETING EXECUTIVE & OFFICE MANGER



Male

+92 3005166352

Muddassar673@gmail.com

♦ Jhelum Punjab Pakistan

OBJECTIVE

To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills developmentby serving in a professional work environment.

Seeking a challenging position in a growing organization where my acquired skills and knowledge will be utilized towards continued growth and development of the organization.

SKILLS

MS office

Communication

Time management

Leadership

Problem solver

Decision maker

Team work

Critical-thinker

Self-motivated



UNIVERSTY OF PUNJAB

B.Sc (IT)

PBTE LAHORE PUNJAB
DAE (F.Sc)
2006

RAWALPINDI BOARD 2003
Matriculation



- 1. Certificate for the course of UNIDO GPI Jhelum.
- 2. Certificate for Attending the training of sales and marketing strategic.
- 3. Basic computer training Al-Furqan computer institute Maria Jhelum.



NOVISTA PHARMACEUTICAL (PVT) LTD. FEB 2016 TILL NOW

Area Sales Manager & Office Manger

WOODWARD PAKISTAN PHARMA. (PVT) LTD. Dec 2014 - FEB 2016

Sales Promotion Officer

RAY PHARMACEUTICAL (PVT) LTD. AUG 2011 - DEC 2014

Territory Manger

TIENS COMPNAY (PVT) LTD. JULY 2010-AUG 2011

Tele Sale Marketing

RADIANT WAY PUBLIC SCHOOL MAIRA JHELUM SEP 2009–JUN 2010

Data entry & Teaching

TRAININGS

Training by Novista:

Communication Skills, Time Management, Training sessions of new launches and re-launches etc.

Training by Woodward:

Professional Selling skills, PAWN FAB, Training sessions of new launching products,

Training by Ray:

Professional Selling skills, UPACA, Training sessions of new launching products, Customer development skills, Objections Handling skills, Managerial skills, Time Management

MANAGERIAL EXPERIENCE

I am responsible for:

- Arrange weekly meetings
- Products presentations
- Bricks sales analysis & Monthly sales presentations and Planning.
- Generate ROI. on investment through company resources
- · Make action plans & Detailing sessions for team.

INTERESTS

- Reading
- Books
- 。 Travelling

Sports

- Work on team development
- Hiring the new team & give them basic trainings.
- Coordinating 03RD's for stock and inventory maintaining

MARKETING EXPERIENCE

• Products of antispasmodics, antibiotics, appetizer, Respiratory, multivitamins, cold and flu preparations, anti-ulcers, Calcium supplement etc.

RESPONSIBILITIES

- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products.
- Coordinating with media representatives and sponsors.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.
- · Maintaining client relations.
- Tracking sales data to ensure the company meets sales quotas.
- Creating and presenting sales performance reports.



HONORS & AWARDS

Company maintain bike on performance, cash prizes on product detailing, Branded Wrist Watch, on achievement. Laptop from Novista, Company maintain car on Performance.



LANGUAGES

English, Urdu, Punjabi



REFERENCES

Reference will be provided on demand