



MUHAMMAD MUDDASSAR
SALES & MARKETING EXECUTIVE &
OFFICE MANGER

- March 05, 1987
- Male
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- Jhelum Punjab Pakistan

OBJECTIVE

To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by 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



EDUCATION

UNIVERSTY OF PUNJAB B.Sc (IT)	2009
PBTE LAHORE PUNJAB DAE (F.Sc)	2006
RAWALPINDI BOARD Matriculation	2003



CERTIFICATIONS

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



EMPLOYMENT HISTORY

NOVISTA PHARMACEUTICAL (PVT) LTD. Area Sales Manager & Office Manger	FEB 2016 TILL NOW
WOODWARD PAKISTAN PHARMA. (PVT) LTD. Sales Promotion Officer	Dec 2014 - FEB 2016
RAY PHARMACEUTICAL (PVT) LTD. Territory Manger	AUG 2011 - DEC 2014
TIENS COMPNAY (PVT) LTD. Tele Sale Marketing	JULY 2010-AUG 2011
RADIANT WAY PUBLIC SCHOOL MAIRA JHELUM Data entry & Teaching	SEP 2009–JUN 2010

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