

AHMAD SOHAIB

OBJECTIVE

Organized, conscientious, and detail-oriented professional with the ability to strategize and prioritize effectively to complete multiple tasks while remaining calm under pressure. Bringing expertise in manual tasks and the ability to follow directions to smooth over procedures. Maintains a high level of alertness and excellence in coverage at all times. Possess strong critical thinking skills , Professional Sales and marketing proven skills . Confident at Microsoft management procedures. Flexible to work pressured or any type of environment as required.

EXPERIENCE

Pharmaceutical distributor , Sales management

2017 - 2023

Health Care Pharmacies (Medical)

Over 6 years of experience in medical sales and controlling pharmaceutical distributions. Engaging with medical professionals, and chasing sale target. I have been recognized for consistently achieving high sales figures and providing exceptional product demonstrations. Possess Innovative sales Methods with Critical thinking.

SECURITY OFFICER

2022 - 2023

SPU PROTECTION UNIT

Security professional with more than a year of experience. Proficiently ensure and delivering quality services to both internal and external customers. Efficiently maintaining public relations and overseeing the delivery operation in the loading dock area. Expertly providing access and egress control by using best-fit practices. Actively reporting to the senior management regarding hazardous areas and supporting guest emergencies with proper equipment and personnel. Handling the emergency codes while they arise in Premises.

EDUCATION

Office Management

2015

Center of Information and Technologies Govt of pakistan

Secondary High School

2015 - 2017

(BISE) Faisalabad Board pakistan

Intermediate/ Commerce and Computer science

2017 - 2019

Allama Iqbal International Open University Islamabad



CONTACT

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PRESENCE

Visa Status : Residence Visa

SKILLS

Database management , word processing , Microsoft Office , Leadership/ Management , Data Entry Operator , Reception Cashier , Typist , Administrative assistant , Customer Service , Public Interaction , Report Writing , Microsoft Office Suite , Exceptional Communications , Computer Proficiency , Presentation Skills , Organizational Skills , Customer Service Collaboration Skills , Critical Thinking



LANGUAGES

English (Fluent) Hindi , Urdu (Native)
Arabic (Basic)