



SARTAJ ZAMIR



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PROFESSIONAL SUMMARY

Excellent inter personal skill, team play and ability to work with all levels of organizations. Effective presentation with verbal and communication skills. Ability to handle sensitive and confidential information with absolute discretion is mandatory to position, able to work in cross cultural environment.

SKILLS

- Microsoft Word, Excel
- Typing
- Data Entry
- Verbal communication
- Organization Skills
- Train Users
- Identify needs
- Sales and Marketing
- Customer Care
- Documents Controller
- Store Keeping
- Public speaking
- Supervisory Skills
- Monitoring Performance
- Supply Chain
- Cashier

EXPERIENCES

Managing Director (Sale) Aliyan Pharma, February, 2013 - June ,2023

National Sales Coordinator, Usawa Pharmaceuticals, January, 2011 - December, 2012
(Sales & Marketing Department)

Regional Sales Manager, Usawa Pharmaceuticals, January, 2008 - December, 2008
(Khyber Pakhtunkhwa Sales Department)

Field Manager, Usawa Pharmaceuticals, July, 2006 - December 2007
(Local Mardan Sales Division)

Distribution Manager, Usawa Pharmaceuticals, May, 2004 - June 2006
(Supply Chain Division)

Store Manager, Usawa Pharmaceuticals, Oct, 2003 – April, 2004

Medicine Distribution Manager, Karachi Medicines Company, Oct, 1999- Sep, 2003

Computer Operator Cum Accountant, Karachi Medicines Co., Oct, 1996 - Sep, 1999

Computer Instructor, Pakistan Computer College, July 1996- September 1996

Time Keeper, AJ Textile Mills, August, 1993 - January, 1995

Typist, Tawakal Polyester Industries, February, 1993 - July 1993

EDUCATION

GRADUATION

University of Peshawar, Peshawar, Pakistan Sep, 2006

HSC

Board of Intermediate & Secondary Education, Peshawar, Pakistan June, 1991

SSC

Board of Intermediate & Secondary Education, Peshawar, Pakistan Aug, 1988

PROFESSIONAL EDUCATION

Typing Course, 35 wpm

Frontier Typing & Shorthand College, Mardan, Pakistan Oct, 1990

Computer Science, Course

Pakistan Computer College, Bicket Gunj, Mardan, Pakistan June, 1996

PERSONAL INFORMATION

Father's Name: Hassan Zad Mir

CNIC: 16102-2266403-7

Passport: AA5224034

Marital Status: Married

Nationality: Pakistani

Date of Birth: 29/03/1972

Driving License: 49068/04, MRD

Expiry: 29/June/2026

Visa Status: Employment

LANGUAGES

English, Hindi, Urdu, Pashtu.

REFERENCES

Will be furnished upon request.