

CURRICULUM VITAE

ZEESHAN BAIG

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Objective A position in leading organization with the opportunity of learning development and eventual status in strategic management.

Work Experience

December 2021 to Till Date

SENIOR DISTRIBUTION OFFICER HILTON PHARMA (Pvt) LTD

- Mainly Responsible for the Commercial, Institutional & Export Sales Orders Processing in SAP System.
- Order release form audit with MIS bank statement.
- Issues Credit note for expired & returned stock in SAP system.
- Strong follow up with distributors & finance against the payments in order execute in hand orders.
- Always in contact with field force team regarding the multiple matters & keep getting feedbacks about distributors & institutes & for their resolution.
- Managing proper record with appropriate filing of each & every document specially keeping in view of Audit requirement.
- Always involve in supporting institutional team to share the inventory status & for other important matters before finalizing or completing any tender process.
- Coordination with institution department regarding the pricing matters for multiple private & government hospitals / institutes. And also, coordination with finance in order to incorporate the approved prices in system.

January 2018 – November 2021

SENIOR DISTRIBUTION OFFICER PFIZER PAKISTAN PVT LTD (under M.T.K & Co)

JOB DESCRIPTION

- Mainly Responsible for the Commercial, Institutional & Export Sales Orders Processing in SAP System.
- Responsible for Making Monthly Replenishment Plan of Stock for Distributors in Zenith Distribution Portal.
- Issues Credit note for expired & returned stock in SAP system.
- Strong follow up with distributors & finance against the payments in order to execute in hand orders.
- Always involve in supporting institutional team to share the inventory status & for other important matters before finalizing or completing any tender process.

- ➔ Coordination with institution department regarding the pricing matters for multiple private & government hospitals / institutes. And also, coordination with finance in order to incorporate the approved prices in system.
- ➔ Weekly & Monthly commercial & Institutional Sales compilation, analysis, and present to management review.
- ➔ Managing proper record with appropriate filing of each & every document specially keeping in view of Audit requirement.
- ➔ Holding Strong relationship with distributors in order to manage demand & supply on time, resolve their queries such as claims settlement with the support of finance department & explore options for resolution of pending issues. Regular follow up with internal multiple departments regarding on going processes, pending matters related to distributors & institutes.
- ➔ Responsible for the coordination with Plant colleagues regarding printing process of stock, getting update on inventory level, availability & non-availability of products, replacement of near expiry or expired stock etc.
- ➔ Liaison with warehouse in order to supply the stock on time as well as regarding the returning of any stock.
- ➔ Always in contact with field force team regarding the multiple matters & keep getting feedbacks about distributors & institutes & for their resolution.

January 2011 – December 2017

DISTRIBUTION OFFICER PFIZER PAKISTAN PVT LTD (under M.T.K & Co)

JOB DESCRIPTION

- ➔ Commercial Institutions & Export Sales Order Processing in E1 & Sun System
- ➔ Generate SUN system & E1 JD Edward sales report on monthly basis.
- ➔ All Operations on Daily, Weekly and Monthly basis
- ➔ Claim working including receiving & Checking
- ➔ Prepare approval form & summary.
- ➔ Super user of Pfizer Distribution Portal.
- ➔ Work on daily receiving documents; maintain record and dispatch documents/ items on daily basis.

□ January 2006 – November 2010

GERBER CUTTER OPERATOR Artistic Milliners Garments

JOB DESCRIPTION

- ➔ As a G.G.T Cutter Operator with diploma holder of GGT Professional certified.

**Computer &
Software Skills**

- ➔ Microsoft Office Automation 2010 Advance (MS Word, MS Excel, MS PowerPoint, MS Outlook).
- ➔ Graphics Designing Software's (Adobe Photo Shop, Corel Draw).
- ➔ Strong command in order processing system **SAP SYSTEM+E1 JD EDWARD+SUN SYTEM**, Inventory management JD, Stationary management system (ARIBA, NIPS, MP2) and Inventory replenishment plan system (Zenith) other computerized software.

Personal Skills

- Well presented, articulate and a good communicator.
- Able to work effectively in a fast-busy environment and when under pressure.
- Emphasize on Company's SOPs to create and maximize performance.
- Strong organizational, administrative, and analytical skills.
- Managing duties with keep in view the timeline.
- Actively working under team management & a very good player
- Ability to prioritize Tasks.
- Ability to accept additional challenges & new task.

Education

BOARD OF INTERMEDIATE EDUCATION KARACHI

I-COM (Private)

2001

GOVT BOYS SECONDARY SCHOOL PARIS MILL LANDHI KARACHI

Matric (Science)

1999

References References are available upon request.
