

Hafiz Muhammad Ahsan



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Dubai UAE - Visit Visa

Cover Letter

Subject: Application for Available Job Position

Dear Hiring Manager,

I am writing to express my interest in the positions of CSR/Front Desk Officer, Sales/Marketing Officer, Store/Inventory Manager and Cashier/Data Entry Operator within your esteemed organization. Currently on a visit visa in Dubai, I bring a wealth of experience, a diverse skill set and a proven track record in various professional domains.

Professional Skills: My skills encompass a broad range of competencies, including Customer Service, Sales Techniques, Communication & Persuasion, Negotiation & Closing Deals, Inventory Management, Organizational Skills, Cross-Functional Collaboration, Supply Chain Knowledge, Content Writing, Teamwork & Flexibility, Technology Proficiency, Computer Literacy, Multitasking & Time Management, Mathematical Skills, Hard Work & Problem Solving and Stress Management.

Work Experience: I have a robust background with experiences as a Sales/Marketing Officer at Abbott Nutrition, Karachi, Pakistan, a Junior Pharmacist at Yusra Medical and Dental College, Pakistan, a Trainee Pharmacist at Naimat Begum Hamdard University Hospital, Karachi, Pakistan, a Science Teacher at Karachi Academy School, Karachi, Pakistan and a Search Engine Optimizer at Digit EMB, Karachi, Pakistan. These roles have equipped me with a versatile skill set and a results-oriented mindset.

Education: I hold a Doctor of Pharmacy (Pharm D) degree from Hamdard University, Karachi, Pakistan, reflecting my commitment to academic excellence.

Honors & Certificates: I have earned certificates in Healthcare Professional Role in Infectious Disease Awareness, Global Advancements in Healthcare System Certification, Career Opportunities for Pharmacists - A New Era, Thalassemia Awareness Session Achievement and have actively volunteered in various medical camps and social organizations.

Computer Skills: Proficient in MS Windows & Office, Computer Hardware Familiarity, Data Entry Proficiency, SEO Expertise, Content Writing and Internet Utilization Skills, I am well-versed in utilizing technology for diverse professional purposes.

Language Proficiency: Fluent in English and Urdu, I possess effective communication skills that facilitate seamless interaction with diverse audiences.

I am confident that my skills, experiences and dedication align with the requirements of the positions in your organization. I am eager to contribute my expertise and enthusiasm to your team. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Hafiz Muhammad Ahsan



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- **CSR / Front Desk Officer**
- **Sales / Marketing Officer**
- **Store / Inventory Manager**
- **Cashier / Data Entry Operator**

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Summary

Enthusiastic and skilled professional currently on a visit visa in Dubai, seeking challenging roles in Customer Service, Sales, Marketing, Store Management, or Data Entry Operations. With a strong background in customer relations, sales strategies, inventory management & financial transactions, I aim to contribute effectively to an organization's success in Dubai's dynamic business landscape. Whether at the front desk, driving sales and marketing initiatives, optimizing inventory processes, or ensuring precise financial transactions, I bring a versatile skill set and a customer-centric approach to meet organizational goals. Excited to leverage my expertise and dedication in contributing to the growth and innovation of a forward-thinking company in Dubai.

HONORS & CERTIFICATES

- Healthcare Professional Role in Infectious Disease Awareness
- Global Advancements in Healthcare System Certification
- Career Opportunities for Pharmacists - A New Era
- Thalassemia Awareness Session Achievement
- Volunteer in Various Medical Camps
- Volunteer Work in Social Organizations

LANGUAGES

English 95%
Urdu / Hindi 95%

SKILLS

Customer Service Skills	Sales Techniques
Communication & Persuasion	Negotiation & closing deal
Inventory Management	Organizational Skills
Cross-Functional Collaboration	Supply Chain Knowledge
Content Writing	Team work & Flexibility
Technology Proficiency	Computer Literacy
Multitasking & Time Management	Mathematical Skills
Hard work & Problem solving	Stress Management

PROFESSIONAL EXPERIENCES

Sales / Marketing Officer 6 months	Abbott Nutrition Karachi, Pakistan
Abbott Nutrition, a division of Abbott Laboratories, specializes in crafting a wide array of nutritional products for various life stages. Their focus spans Pediatric Nutrition, Adult Nutrition and Specialized Nutrition, with well-known brands such as Similac, Ensure and Glucerna.	
Job Responsibilities	
<ul style="list-style-type: none">• Developed and executed strategic sales plans to promote Abbott Nutrition's products in the Karachi market.• Conducted market research and competitor analysis to identify opportunities and formulate effective marketing strategies.• Established and nurtured strong relationships with clients, healthcare professionals and key stakeholders.• Collaborated with cross-functional teams to ensure the successful promotion and market penetration of Similac, Ensure and Glucerna.• Contributed to achieving and surpassing sales targets through targeted promotional activities and customer engagement.• Monitored and reported on market trends, consumer preferences and competitor activities to adapt strategies accordingly.	
Junior Pharmacist 2 years	Yusra Medical and Dental College Pakistan
Job Responsibilities	
<ul style="list-style-type: none">• Ensured thorough understanding and adherence to departmental policies and procedures among pharmacy personnel.• Provided professional consultation to patients regarding medication usage, potential side effects and optimal therapeutic outcomes.• Conducted thorough reviews of patient records to guarantee the accurate administration of prescribed medication dosages.• Monitored and maintained optimal inventory levels for all pharmaceuticals, ensuring a continuous and adequate supply for effective patient care.	

EDUCATION

Doctor of Pharmacy
(Pharm D)

Hamdard University, Karachi,
Pakistan.

Year - 2023

Higher Secondary School
Certificate - HSSC

Govt. National College,
Karachi, Pakistan.

Year - 2016

COMPUTER SKILLS

- **Proficient in MS Windows & Office:**
Adept in utilizing and navigating Microsoft Windows and Office suite, demonstrating expertise in operating, troubleshooting and installing these essential tools.
- **Computer Hardware Familiarity:**
Possess a solid understanding of computer hardware and proficient in basic troubleshooting tasks.
- **Data Entry Proficiency:**
Demonstrated ability in accurate and efficient data entry, ensuring precision and reliability in information management.
- **SEO Expertise:** Skilled in Search Engine Optimization (SEO), implementing strategies to enhance online visibility and improve website ranking.
- **Content Writing:** Accomplished in crafting engaging and informative content, contributing to effective communication and audience engagement.
- **Internet Utilization Skills:** Proficient in utilizing the internet for news reading and extensive internet surfing, leveraging online resources for research and staying informed about current events and industry trends.

INTERESTS

- Tech Meetups and Conferences
- Mentoring and Coaching
- Outdoor Adventures: Hiking, camping & exploring new trails.
- Technology Gadgets
- Community Involvement
- Staying Informed by reading newspaper daily
- Digital Exploration

Trainee Pharmacist
Jun 2021 - Sep 2023

Naimat Begum Hamdard University
Hospital, Karachi, Pakistan

Job Responsibilities

- Established protocols, SOPs and formulary for the Inpatient Pharmacy, overseeing emergency medicine management.
- Conducted clinical rounds with consultants and intervened in dosage as needed.
- Managed medicine purchasing and maintained inventory control.
- Dispensed medicines and provided patient counseling.
- Demonstrated command over various software applications for tasks such as generating purchase orders (PO), maintaining Good Receipt Notes (GRN) and managing expiry dates.
- Contributed as a vital part of the hospital's management team, performing managerial tasks and responsibilities.

Science Teacher
1 year

Karachi Academy School
Karachi, Pakistan

Job Responsibilities

- Taught major science subjects, including Biology, Physics and Chemistry, to matric and intermediate students.
- Spearheaded all aspects of examination preparation, ensuring thorough coverage of the curriculum.
- Employed a personalized approach to understand and cater to the individual needs of each student.

Search Engine Optimizer

Digit EMB
Karachi, Pakistan

Job Responsibilities

- Conducted comprehensive keyword research and implemented optimization strategies for enhanced online visibility.
- Collaborated seamlessly with various departments to align SEO efforts with overall business objectives.

RESEARCH EXPERIENCE

Researcher

Hamdard University
Karachi, Pakistan

Research Statement Development:

- Spearheaded the conceptualization and articulation of a comprehensive research statement. The research was designed as a retrospective cross-sectional study, with a specific focus on investigating antibiotic resistance patterns derived from the analysis of data obtained from both blood culture and urine culture samples. The aim was to contribute valuable insights into the dynamics of antibiotic resistance in clinical settings, particularly within the context of these two critical diagnostic modalities.

PERSONAL INFORMATION

Father Name	:	Muhammad Rafiq
Nationality	:	Pakistani
Religion	:	Islam
Passport Number	:	FS1112272
Passport Validity	:	01 FEB 2033
Visa Status	:	Visit VISA Dubai

ACKNOWLEDGEMENT

I hereby acknowledge that, to the best of my knowledge and belief, the information provided in this CV is true up to the present date.



REFERENCE

Available: will be furnished on demand