

SHEHROZ ALAMDAR

Email: makhdoomshehroz77@gmail.com

Phone: 055-355 2318



PROFILE SUMMARY:

I am an organized, motivated, efficient, and hardworking young professional, possessing a master's degree in the field of public administration. Seeking to acquire an entry-level opportunity in the field of sales, marketing, and public administration to enhance my skills and experience along with the company growth. My job profile includes 1 year of experience in the field of sales and marketing for an insurance sector; in addition, I also have hands on experience for 1 year in hospitality sector. At present serving in a pharmaceutical company as a Sales and Marketing executive.

SKILL SET:

- | | | |
|--------------------------|------------------------|----------------------------------|
| ✓ Customer Service | ✓ Marketing & Sales | ✓ Interpersonal & Negotiation |
| ✓ Tele Marketing | ✓ Behavioral Analysis | ✓ Adaptability |
| ✓ Disciplined & Punctual | ✓ Honest & Hardworking | ✓ Time Management & Multitasking |

PROFESSIONAL WORK EXPERIENCE:

Jenner pharmaceuticals

Sales Executive 2018-2023

- Responsibility is to promote and enhance the sales of a company medicines and its brand image.
- Schedule meetups with doctors, pharmacies, and distribution network.
- To make sure the availability of medicine stock on the concerning medical stores.
- Back head office work maintains monthly record of daily meetups & progress regarding sales target.

Kings Hotel

Front Desk Officer 2015-2017

- Welcoming Patrons to front desk and engaged them in friendly conversation while check ins/ Check outs.
- Attending visitors and to deal with Client inquires face to face & over the phone.
- Handled guests as a receptionist to provide them best available services to them.
- Management of hotel staff's duty schedule, attendance, and grievance procedures.
- Admin assistance along with bookkeeping.

Habib Insurance Co, Ltd

Tele Sales & Marketing Executive 2013

- Building a strong relationship with the new & existing clients.
- Educating clients about insurance policies such as automobile, lands, health, vehicle etc.
- Developing and sustaining solid relationship in the customer to repeat the business.

PERSONAL INFORMATION

Father's Name	Makhdoom Alamdar Hussain
Date of Birth	04-06-1994
Nationality	Pakistan
Lingual proficiency	Urdu, English
Marital status	Single
Visa Status	Visit Visa
Passport No	CT1750672

EDUCATION

Institute: Bahauddin Zakariya University Multan, Pakistan

- **Master's in public administration (MPA)** [Completion Month/Year :07/2017]
- **Bachelor of Commerce (B.com)** [Completion Month/Year :09/2015]

REFERENCE:

References will be furnished on demand.