

# SHERYAR KHAN

Dubai,UAE.

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## OBJECTIVE

To obtain a challenging position in a fast-paced environment where my skills and experience can be utilized to their fullest potential.

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Nationality	:	Pakistani
Date of Birth	:	21/01/1994
Visa Status	:	Own Visa

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## Experience

### AQMAR pharmaceutical (Pvt) Ltd.

#### Field Marketing Officer

May 2018-Jan 2020 Karachi, Pakistan

- Scheduling appointments with doctors, pharmacists, and other healthcare professionals to promote company medications.
- Developing an in-depth understanding of company medications.
- Building and maintaining good business relationships with customers to encourage repeat purchases.
- Following up on leads generated by the company.
- Preparing presentations for potential customers.
- Researching competitor's medications and their respective market performances.
- Keeping abreast of new developments in the medical field to determine the effect of such developments on the company's business strategies.
- Convey and deliver appropriate and ethical informant regarding company products.
- Organize and manage CRF and CME activities like presentations and workshop etc.
- Development of KOLs from prospects.
- Analysis and monitor competitor's activities.
- Analyzed market competition and created sales forecasts.
- Increased profits by 100 % through generating and maintaining relationships.

### HBL

#### Sales Officer

Feb 2016- Apr 2018 Karachi, Pakistan

- Responsible for daily/monthly sales targets.
- Planned and initiated marketing events focused on target segments to promote card sales.
- Achieve the targets and maintain card portfolio.
- Engage and educate customers on product usage.
- Convey credit card information to customers and respond to questions/inquiries that arise.
- Update and manage contact database with accurate profiles, notes, and relevant information.
- Match sales opportunities that cover other products involving various sales representatives.
- Meeting or exceeding sales goals.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.

- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices and availability.

## **K-Electric**

### **Office Assistant**

Aug 2015- Jan2016 Karachi, Pakistan

- Carried out all type duties and tasks in adherence with company policy
- Regulations.
- Prepared and circulated all documents to established mailing lists in an
- Effective, timely manner.
- Handled day-to-day office activities and operations including Office task
- Accurately and efficiently word-processed, reports, reviews and correspondence for result.
- Deal with queries with kindness, patience and clarity to ensure positive
- Customer satisfaction and resolution.
- Maintained office stocks, reordering within a prescribed budget as necessary.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Monitored premises, screened visitors, updated logs and issued passes to
- Maintain security.

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## **EDUCATION**

Bachelor in Arts  
**Federal Urdu University**

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## **Computer Proficiency**

- Making different forms on MS Office.

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## **Skills and Abilities**

- Ability to face the challenges, administrative skills, ability to communicate independently, effectively and to take initiative.
- Events planning, Project Management, Strong Communication and interpersonal skills, Fast Learner, and Hard Worker.
- Ability to make good relations with the Targeted Customers
- Time management
- Ability to adapt according to the circumstances.
- Good interpersonal skill and ability to establish relation with clients.
- Answering the queries of the customers
- Good command over English, Urdu.
- Optimistic & Dynamic, Customer oriented professional, reliability.
- Team player that enjoys a challenge in consumer industry.
- Easily interacts with clients, management and staff.
- Self-motivated innovator with a record of success.