



MUHAMMAD WAQAS

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- Kohat, KPK, PAKISTAN
- DOB: April 15th, 1991
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SKILLS

- EFFECTIVE COMMUNICATION
- LEADERSHIP & TEAM MANAGEMENT
- TEAM COORDINATION & INTERPERSONAL SKILLS
- ORGANIZATION & PLANNING
- CONFLICT RESOLUTION AND EMPLOYEE RELATIONS
- HR COMPLIANCE AND ETHICS
- PERFORMANCE MANAGEMENT
- RESOURCE MANAGEMENT
- ATTENTION TO DETAILS
- ADAPTABILITY & FLEXIBILITY

PROFESSIONAL

- PUBLIC RELATION
- LEADERSHIP
- TEAMWORK
- CONFIDENT

SUMMARY

Dedicated and accomplished professional with a strong academic background in Computer Science and Information Technology. 6+ years of progressive experience in managerial roles within the pharmaceutical and FMCG sectors. Skilled in administrative, HR, warehouse, and logistics functions, with a proven track record in distribution management and office administration. Currently excelling as a Medical Information & Relations Executive. A proactive attitude towards multitasking and problem-solving, with a passion for driving organizational efficiency and success. Pursuing a Diploma in Business Administration to further enhance skill set.

EDUCATION

- | | |
|--------------------|---|
| 2023 - In Progress | DIPLOMA IN BUSINESS ADMINISTRATION (D.B.A)
VIRTUAL UNIVERSITY OF PAKISTAN |
| 2010 - 2014 | BACHELOR OF SCIENCE (B.Sc)
MAJOR: COMPUTER SCIENCE
KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY, PAKISTAN |
| 2012 - 2013 | DIPLOMA IN INFORMATION TECHNOLOGY (D.I.T)
KHYBER PAKHTUNKHWA BOARD OF TECHNICAL EDUCATION, PESHAWAR, PAKISTAN |

WORK EXPERIENCE

- | | |
|---------------------------------|---|
| Mar 2022 - Present | MEDICAL INFORMATION & RELATIONS EXECUTIVE
CCL PHARMACEUTICALS, PVT LTD, LAHORE, PAKISTAN |
| Jan 2016 - Mar 2022 (6 Years) | EXECUTIVE TERRITORY MANAGER
GETZ PHARMACEUTICALS, PVT LTD, KARACHI, PAKISTAN |
| July 2014 - Jan 2016 (1.6 Year) | DISTRIBUTION MANAGER & OFFICE ADMINISTRATOR
BILAL UMAR TRADERS, DISTRIBUTOR NESTLE PAKISTAN PVT LTD |