



MUHAMMAD MUNAWAR MUSHTAQ

Office management/Data Entry/Medical Representatives

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Address: House No- D-277 Bilal
town Jhelum Punjab Pakistan

Nationality: Pakistan
Marital status: Married
Visa status: nil
Valid Til:nil

SKILLS

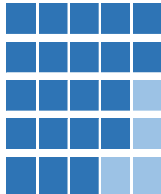
WORK

MS OFFICE
INTERNET



PERSONAL

COMMUNICATION
ORGANIZATION
TEAM PLAYER
CREATIVITY
SOCIAL



PERSONAL SUMMARY

Flexible Customer Service Representative offering 6 years of success in resolving customer concerns and inquiries. Versed in accurately documenting call details and preparing reports. Committed to providing helpful answers and relevant information to retain clients.

CAREER OBJECTIVE

To be highly innovative and administrative person who is able to work in a dynamic environment through progressive learning where organizational skills will be fully utilized, as well as facing new challenges in my career development.

PROFESSIONAL / PERSONAL SKILLS

- Excellent English Language skills.
- Microsoft word, Excel Power point.
- Excellent communication and organizational skills.
- Good communication and time management skills.
- Excellent customer service skills.
- Data entry skills.
- Accuracy and attention to details
- Good verbal communication and written skills.

KEY ATTRIBUTES

- ✓ Ability to meet deadlines and maintaining high standards.
- ✓ Goal oriented individual and team management.
- ✓ Customer oriented individual with ability to work under pressure.
- ✓ Computer literate and keen flexible to embrace new technology.
- ✓ Hardworking and highly flexible to work overtime.
- ✓ Loyal, determined and adherence to procedures and policies.

EXPERIENCE

Office assistant manager

04/2015 - 05/2017

Highway Roads Punjab JHELM PAKISTAN

Duties and Responsibilities

- *Overseeing clerical tasks, such as sorting and sending mail.*
- *Keeping an inventory of office supplies and ordering new materials as needed.*
- *Maintaining files.*
- *Welcoming visitors to your office.*
- *Answering phone calls.*
- *Taking and delivering messages.*

Medical Sales Representative.

08/2017 - 07/2023

Nabi QASIM pharmaceutical industry Pvt Ltd Karachi Pakistan

Duties and Responsibilities

- organising appointments and meetings with community- and hospital-based healthcare staff.
- identifying and establishing new business.
- demonstrating or presenting products to healthcare staff including doctors, nurses and pharmacists.
- undertaking relevant research



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EDUCATION

Bachelor Degree

Allama Iqbal Open University Punjab Pakistan
(2017 to 2018)

Associate Degree in Arts

Post Graduate College – Jhelum, Pakistan
(2004 to 2005)

Secondary School Certificate 2003

Tabligh ul islam Secondary School – Jhelum, Pakistan
(2002 to 2003)

LANGUAGE

MOTHER TONGUE: URDU, PUNJABI

English: PROFICIENT, IELTS SCORE 6.5

AWARDS

(Certificate of Appreciation)

NABI QASIM pharmaceutical industry Pvt ltd 2023

DECLARATION:

I certify that the above information is true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure that I will execute my duties for the total satisfaction of my superiors.

