



MUHAMMAD ADEEL SHAHZAD KHAN

BACHELOR OF SCIENCE IN
COMPUTER SCIENCE

CONTACT

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RESIDENTIAL ADDRESS

House No. K-1100, Sec 15/D, Orangi
Town, Karachi, Pakistan.

SKILLS

- Data Mapping.
- Database Management.
- Knowledge Of Using SAS Software.
- Strong MS Excel.
- National Sales Support.
- Stock Records Management.
- Knowledge Of Using Filezilla Software.
- Knowledge Of Resolve Debug Error Log Generated in Filezilla.

LANGUAGE

- English
 - Intermediate.
- Urdu
 - Advanced.

CAREER OBJECTIVE

Motivated & Logical Individual Talented In Data Analysis, Data Modeling, & Data Visualization. Experienced In Using SAS Data, MS Excel, And Filezilla To Obtain Insights From Data. As A Sales Force Effectiveness Representative I Am Personable Good At Building Loyal Relationships, Solving Problems, And Calculating Customer Wise Sales. Proven History Of Developing Actionable Insights From Data To Drive Business Decisions.

EDUCATION

QUALIFICATION	GROUP / MAJOR	INSTITUTION	YEAR
BACHELOR OF SCIENCE	COMPUTER SCIENCE	PRESTON UNIVERSITY	2014 - 2018
INTERMEDIATE	PRE- ENGINEERING	GOVT. NATIONAL COLLEGE	2013
MATRICULATION	SCIENCE	WHITE HOUSE GRAMMAR SCHOOL	2011

SHORT COURSE (May 2018 – Nov 2018)

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION (NAVTTTC)

- Computer Application and Office Professional.

COMMITMENT

Believes in hardworking as it is the Key of success.

WORK HISTORY

Data & Sales Analyst – Sales Force Effectiveness – (Sep 2023 to Present) Efroze Chemical Industries (Pvt.) Ltd.

- Updating Sales file with the help of FileZilla Software.
- Collecting Data Sets from Primary and Secondary Sources.
- Cleaning and Organizing Data.
- Preparing Data for Analysis.
- Creating Reports with Clear Visualizations.
- Designing and Maintaining Databases and Data Systems.
- Defining the Problem & Resolve Debug Error Log Generated in Filezilla.
- Assist & corresponding with Director Commercial & other related staff.
- Check & Record Monthly Expenses, Imprest Money & Promotional Advance Activity Settlement of FF.
- Monthly Work Plan & Daily Call Report Status SM/AM/MIO/PS.
- Field Force Administration (Joining / Confirmation / Resignation etc).
- Update Organogram Of FF.
- Monthly Promotional Material Plan/Visiting Card/Cheques - Dispatched to Field Force.
- LCS Bill is processed & Verify from consignment Slips and after that Create PO against these verify consignment slips for the payment.

Data & Sales Analyst – Senior Officer Marketing Services – (Mar 2023 to Sep-2023)

Tabros Pharmaceuticals (Pvt.) Ltd.

- Updating Sales file with the help of SAS Software.
- Collecting Data Sets from Primary and Secondary Sources.
- Preparing Data for Analysis.
- Creating Reports with Clear Visualizations.
- Designing and Maintaining Databases and Data Systems.
- Check & Record Monthly Expenses, Imprest Money & Promotional Advance Activity Settlement of FF.
- Monthly Work Plan & Daily Call Report Status SM/ASM/RM/SRM/TM/STM.
- Field Force Administration (Joining / Confirmation / Resignation etc).
- Customer-Wise ROI Sheet with Sales Tracking (Return on Investment).
- Assist & corresponding with Director Commercial & other related staff.
- Monthly Promotional Material Plan - Dispatches to Field Force.
- Update Stock Report daily with the help Of ICRM Web and send it to all concern Managers.
- Assist & corresponding with Director Commercial & other related staff of Head Office regarding Hotel Reservation.
- Monitoring of Hotel Reservation twice in a month and send it to Finance Department & given report to Commercial Manager.

Data & Sales Analyst | Marketing Services Officer – (Oct 2021 to Mar 2023)

Amarant Pharmaceuticals (Pvt.) Ltd.

- Updating Sales file with the help of SAS Software.
- Collecting Data Sets from Primary and Secondary Sources.
- Preparing Data for Analysis.
- Creating Reports with Clear Visualizations.
- Designing and Maintaining Databases and Data Systems.
- Check & Record Monthly Expenses / Promotional Expenses of FF.
- Monthly Work Plan & Daily Call Report Status SM/ASM/AM/FM/Sr. PIO/PIO.
- Field Force Administration (Joining / Confirmation / Resignation etc).
- Customer-Wise ROI Sheet with Sales Tracking (Return on Investment).
- Checking Monthly Discount / Bonus Claims of Distributor.
- Assist & corresponding with Director Commercial & other related staff.
- Monthly Promotional Material Plan - Dispatches to Field Force.
- Monitoring of ROI through Monthly Closing with Finance Department & given report to Commercial Manager & CEO.
- Keep the track of ROI and Balance with the given Budget.

Marketing Services Officer – (Feb 2019 to Sep 2021)

Cenrjy Pharmaceuticals (Pvt.) Ltd.

- Check & Record Monthly Expenses / Promotional Expenses of FF.
- Check & Record office attendance as well as FF attendance.
- Monthly Work Plan & Daily Call Report Status SM/ASM/AM/FM/Sr. PIO/PIO.
- Corresponding with ASMs & Field Force Staff.
- Field Force Administration (Joining / Confirmation / Resignation etc).
- Customer-Wise ROI Sheet with Sales Tracking (Return on Investment).
- Checking Monthly Discount / Bonus Claims of Distributor.
- Assist & corresponding with Director Commercial & other related staff.
- Monthly Promotional Material Plan - Dispatches to Field Force.

Computer Operator – (Oct 2018 to Dec 2018)

Ray Pharma (Pvt.) Ltd

- Assist Engineering Manager in mail/email correspondence.
- Type confidential documents on a Word/Excel processing system.
- Preparation ISO Documents and Data for company.
- Prepare the relevant executive / operational reports on a timely basis.
- Maintain the general filing system and file all correspondence.
- Co-ordination with head office and other departments for operational issues.

REFERENCE

Will be provided if needed.