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Work experience

Syncar Nutraceuticals Pvt. Ltd

September-2018 — February-2019

Computer Operator

- Identifying and correcting file and system errors.
- Maintaining computer equipment and inventory and organizing repairs as needed.
- Performing backup procedures to reduce the risk of data loss.

Shaigan Pharmaceuticals Pvt. Ltd.

May-2019 — June-2019

Internship in IT & HR Department

Shaigan Pharmaceuticals Pvt. Ltd

May-2021 — May-2023

IT Department

Genome Pharmaceuticals Pvt. Ltd.

15-May-2023- Present

Exports Executive

- Coordinate and execute export activities, including order processing, documentation, and shipping arrangements.
- Manage debit note and credit note processes, ensuring accurate and timely issuance and resolution of discrepancies.
- Process distributor claims, verify supporting documentation, and ensure prompt settlement.
- Oversee export salaries and ensure timely payment to employees involved in export operations.
- Handle doctor requisitions and facilitate the fulfillment of product orders.
- Analyze sales data and prepare reports to provide insights into market trends, product performance, and customer behavior.
- Conduct sales forecasting and budgeting exercises to support strategic decision-making.
- Monitor profit and loss statements and conduct variance analysis to identify areas of improvement and cost-saving opportunities.
- Monitor return on investment (ROI) and implement measures to optimize export operations and profitability.
- Analyze doctor discounts and evaluate their impact on sales and overall profitability.
- Collaborate with relevant departments to determine product costing, considering factors such as manufacturing, packaging, and transportation.
- Support budgeting activities by providing input and analysis related to export operations and expenses.
- Monitor actual expenses against budgeted amounts and investigate and explain variances.
- Oversee inventory levels and ensure optimal stock availability for export orders.
- Implement inventory control measures to minimize stockouts, excess inventory, and obsolescence.
- Coordinate with production, logistics, and sales teams to forecast demand and plan inventory replenishment.
- Conduct periodic stock reconciliations and implement measures to mitigate inventory discrepancies.
- Utilize QuickBooks or similar accounting software to record and manage financial transactions related to export.

Qualifications

Matric	FBISE	Telecom Foundation School System
ICS	FBISE	F.G Sir Syed College, The Mall
BSc	Punjab University	F.G Sir Syed College, The Mall
MCS	Virtual University	National Istitute of CS

References

References available upon request