



+971526714900



mtalhak86@gmail.com



Ajman, UAE

Holding U.A.E Driving License

SKILLS

- Analytical
- Sales Strategy & Target Planning
- Budgeting & Cost Control
- Product Performance Analysis

COMPUTER & SOFTWARE SKILLS

- ERP Systems -
- MS Office, (MS Excel, word)
- Software: Quick Book, & Tally

EDUCATION

Masters in Commerce (MCOM)

Sindh University,
Hyderabad, Pakistan.

Bachelor in Commerce (BCOM)

Sindh University,
Hyderabad, Pakistan.

LANGUAGE

English
Hindi/Urdu

MUHAMMAD TALHA KHAN

ADMIN, ACCOUNTS & MARKETING PROFESSIONALIST

Sales and marketing professional with 10+ years of experience, including entrepreneurial leadership in business setup, operations, and strategy. Skilled in team management, performance analysis, and driving revenue growth. Seeking to bring a results-oriented mindset to a dynamic organization in the UAE.

EXPERIENCE:

**Manager | General, Accounts & Sales-
Leaders Art Advertising, Dubai, UAE
Jun 2024 to Till Date**

- Lead online sales operations and review sales performance.
- Work closely with clients to understand campaign goals and propose effective creative solutions.
- Collaborate with graphic designers, copywriters, and media planners for campaign execution.
- Schedule and prioritize printing jobs to meet client deadlines.
- Serve as the key contact for B2B and B2C clients.
- Coordinate with suppliers, media agencies, and freelancers.
- Negotiate costs, timelines, and service level agreements.
- Prepare cost estimates, quotations, and invoices for clients.
- Monitor budgets and profitability for projects.
- Identify cost-saving opportunities without compromising quality.
- Oversee day-to-day accounting functions including invoice processing, accounts payable and receivable, bank reconciliations, and petty cash management.
- Manage procurement, vendor payments, and contract negotiations to optimize costs.
- Supervise administrative functions including employee attendance, onboarding, and HR record maintenance.
- Drive overall operational efficiency by coordinating cross-functional teams and streamlining workflows.
- Support strategic decision-making through data analysis and reporting, contributing to business growth initiatives.

Sales Manager

**Remedion Pharmaceutical, Pakistan
Sep 2021 to Mar 2024**

- Create & execute territory sales strategy and targets.
- Recruit, train, mentor and develop sales teams.
- Build relationships with HCPs, hospitals, pharmacies, distributors, and KOLs.
- Monitor market, competitors; recommend pricing/promotion.
- Use CRM tools to measure performance, report monthly/quarterly.
- Coordinate with marketing, product, supply chain for launches.
- Lead budget forecasting, target setting, and manage sales budgets.
- Ensure DRAP compliance, ethical conduct, and quality standards.

ACHIEVEMENT

I have acquired multiple Employee of the Month for Attendance, Punctuality and Performance at work during my whole service period.

Promotions in Marketing Services

Maple Pharmaceuticals Pvt. Ltd.,
Pakistan | 2009 – 2017:

- Assistant Manager • Marketing Services (2015-2017)
- Sr. Executive Marketing Services (2014 – 2015)
- Executive Marketing Services (2013 – 2014)
- Sr. Officer Marketing Services (2012 – 2013)
- Officer Marketing Services (2011 – 2012)
- Marketing Services Assistant (Joined on 18th Mar 2009)

Manager

Green Plus Pharmacie, Pakistan

Feb 2018 – Jan 2021

- Ensure smooth daily operations of the pharmacy, including opening/closing procedures.
- Monitor sales performance and take corrective actions to achieve branch targets.
- Implement standard operating procedures (SOPs) for inventory, billing, and storage.
- Recruit, train, and supervise pharmacists, pharmacy technicians, and support staff.
- Prepare staff schedules and ensure optimal staffing at all times.
- Conduct performance reviews and identify training needs.
- Maintain and update licenses, controlled drugs registers, and prescription records.
- Handle escalated customer queries and complaints professionally.
- Educate patients about medications when necessary.
- Monitor stock levels and reorder to avoid stock outs or overstocking.
- Conduct regular inventory audits and control wastage/expiry.
- Manage cash handling, daily reconciliations, and banking procedures.

Assistant Manager • Marketing Services

Maple Pharmaceuticals Pvt. Ltd., Pakistan

Sept 2015 – Jan 2017

- Finalized target vs. achievement reports and reviewed nationwide sales performance.
- Maintained comprehensive sales data and marketing performance reports by zone, ranking, product, and quarter.
- Calculated sales incentives and monitored monthly expenses, tour costs, and promotional budgets.
- Prepared sales and marketing expense summaries for financial review and internal audits.
- Contributed to financial marketing strategies by evaluating ROI of doctor engagement activities and promotional campaigns.
- Managed HR functions including clearance processes, onboarding documentation, and coordination with HR and finance teams.
- Liaised across departments (sales, finance, HR, and logistics) to ensure smooth operations and inter-departmental alignment.
- Supported general office management and supervised junior marketing support staff.

REFERENCES:

Available upon request.