



MUHAMMAD SAEED SHEHARYAR

CONTACT

- +966 51 183 9552
- sheharyar8055@gmail.com
- Riyadh, Saudia Arabia
- Linkedin/Portfolio

EDUCATION

2017-2019

PUNJAB
UNIVERSITY, LAHORE

- Bacholers in Science

SKILLS

- Branch & Office Management
- Data Entry & Documentation
- Administrative
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (BASIC)
- URDU (NATIVE)
- ARABIC (LEARNING)

AVAILABILITY

- Ready to join
- Visa transferable

PROFILE

Dedicated and detail-oriented professional with a strong background in data management, office administration, and branch operations. Proven expertise in maintaining accurate digital and physical records, ensuring data integrity, and streamlining documentation processes. Seeking a Document Controller position to leverage my technical skills in MS Office and organizational management to support project workflows

WORK EXPERIENCE

SULTAN FASHION & STYLE ., PAKISTAN

DOCUMENT CONTROLLER

- Managed and processed large volumes of technical and commercial data.
- Maintained digital filing systems, ensuring all documents were easily searchable and up-to-date.
- Generated comprehensive daily, weekly, and monthly reports using MS Excel for management review.
- Ensured strict data confidentiality and followed organizational protocols for document security.

MINNIE MINORS

BRANCH MANAGER

- Oversaw daily administrative operations, including billing, cash handling, and reconciliation
- Managed inventory documentation and stock records, ensuring zero discrepancy in physical and digital logs
- Managed cash handling, billing, and end-of-day reconciliation
- Supervised staff and ensured all company policies and visual standards were documented

SAMI PHARMACEUTICALS Pvt.Ltd ., PAKISTAN

MEDICAL SALES OFFICER

- Promoted pharmaceutical products to doctors, clinics, and hospitals,
- Conducted product detailing and presentations to healthcare professionals
- Achieved and exceeded monthly and quarterly sales targets
- Organized medical camps, CMEs, and promotional events
- Prepared sales reports and maintained customer records

REFERENCE