

Muhammad Talal Alam

Administrative Officer || Sales & Operation Specialist

CONTACT INFORMATION

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Address; House No;17, street no;4A Millat road sanda, Lahore

Location: Lahore Pakistan

PROFESSIONAL SUMMARY

Administrative and sales professional with 5+ year of experience in transport operation, Asset management, and inventory control within pharmaceutical and retail sector; proven expertise in Optimizing workflows, ensuring inventory accuracy, and implementing Efficient warehouse management system and providing cross departmental management support. Proficient in SAP, logistic coordination and multilingual communication.

WORK EXPERIENCE

Pharmedic Laboratories (Pharmaceutical) PVT LTD 16KM Multan Road Lahore.

Admin Officer

2019-Present

- Managed SAP inventory transactions, Fix asset tagging, Fix asset audits, Asset Transfer Repairing and tracking, ensuring 99% record accuracy.
- Coordinated logistic, supply chain transport, and procurement reducing delivery delays
- Streamlined procurement processes and verified inventory levels, improving stock turnover
- Provided executive assistance and management support, including preparing reports and cross-departmental communication.
- Oversaw company vehicle maintenance records, compliance documentation, driver schedules and ensured safety /Regulatory adherence.
- Streamed lined inward process verification of incoming goods, managed documentation and liaised with suppliers
- Handled gate pass issuance for personnel, materials and vehicles, ensuring compliance with security and operational protocols.
- Handling executive travel arrangements including hotel booking, flight reservations, and itinerary planning for senior management,
- Handling front office operations including visitor managements correspondence, and administrative support.
- organized meeting and conferences managing such as venue selection, agenda preparation resource allocation.

AB Traders Crockery Retail Store

Shop Manager

2014-2018

- Oversaw stock, staff, and customer service management, boosting sales through strategic inventory planning
- Implementing staff training programs, enhancing team productivity.

AL Khafif Riyadh

Salesman

2013

- Managing stock inventory reports,
- Maintaining store cleanliness and handling customer inquiries.
- Achieving sales targets.

EDUCATION

Board Of Intermediate & Secondary Education, Lahore.

- Intermediate in commerce (I. Com) (2006-2009)
- Matriculation in science (2006)
- Diploma in transport management (2025)
- OSHA for Health Care and Blood Borne Pathogens Training (2025)

SKILLS

- **Core Competencies:** Administration, sales & marketing, Warehouse operation management, inventory control, supply chain & logistic management, office management, front desk operation Record keeping, Housekeeping, executive assistance. Asset management. Event management. Risk assessment. Calander Management, Document Preparation, Meeting coordination, communication Management, record keeping, travel arrangements. Confidentiality, office management. Event coordination
- **Technical skills;** SAP, Ms Word, MS Excel, MS Office, outlook, inventory, audits, Asset Management, Procurement. Ltv Driving.

Additional Details

- **Nationality;** Pakistani
- **Date of birth;** 10 November 1990
- **Material status;** Married
- **Passport No;** AW 1758022
- **CNIC;** 3520220798027
- **Number of Dependents;** 6

hereby declare that the above furnished information is authentic to the best of my knowledge