

AMMAR JAFREE

Address: House #6, Lane #3, D-Extension, Awais Kerni Road, Phase-8, Bahria Town, Rawalpindi

Mobile: +92 334 5500387

PROFESSIONAL PROFILE

Experienced management professional with over 20 years of progressive experience in administration, institutional coordination, contract management, compliance support, stakeholder engagement, and organizational operations. Proven ability to coordinate with internal and external stakeholders, manage documentation, supervise multidisciplinary teams, implement organizational policies, and ensure operational compliance. Recognized for strong organizational, communication, and leadership skills, with experience representing organizations at international meetings and technical training programs.

CORE COMPETENCIES

- Institutional Coordination
- Compliance & Policy Implementation
- Administrative Management
- Contract & Indenting Management
- Stakeholder & Client Relationship Management
- Office Administration
- Documentation & Record Management
- Team Leadership & Supervision
- Operational Planning & Coordination
- Customer Service Management
- Business Process Improvement
- Procurement Coordination
- Problem Solving & Decision Making

PROFESSIONAL EXPERIENCE

- **General Manager**

Property Junction

A Real Estate Evaluation and Investment Company

January 2013 – March 2016

Key Responsibilities

- Managed overall administrative and operational functions of the organization.
- Coordinated with clients, business partners, and regulatory stakeholders.
- Supervised office operations, documentation, and compliance with organizational procedures.
- Managed contracts, negotiations, and institutional correspondence.
- Led and supervised operational teams to ensure efficient service delivery.
- Implemented management policies and monitored operational performance.

- **Branch Manager**

Qualitron Corporation

Medical, Laboratory & Research Equipment

January 2007 – December 2012

Key Responsibilities

- Managed branch administration and operational compliance.
- Coordinated with hospitals, universities, research institutions, and government organizations.
- Supervised staff performance and ensured adherence to company policies.
- Managed procurement coordination, contracts, and documentation.
- Maintained strong institutional relationships and ensured effective communication with stakeholders.
- Prepared reports, maintained records, and supported management in strategic planning.

- **Assistant Manager Sales**

Qualitron Corporation

November 2001 – December 2006

Key Responsibilities

- Coordinated business operations with institutional clients.
- Managed customer accounts and contractual documentation.
- Assisted senior management in business planning and reporting.
- Maintained communication with public and private sector organizations.

- **Sales Executive**

Qualitron Corporation

July 1997 – October 2001

Key Responsibilities

- Developed institutional client relationships.
- Coordinated product demonstrations and customer support.
- Assisted in documentation, order processing, and after-sales services.

- **Sales Executive**

Drugs Inn

May 1996 – December 1997

Key Responsibilities

- Coordinated customer services and sales operations.
- Maintained business records and client communications.

- **Sales Officer**

CLG Plantations Asia (Pvt.) Ltd.

July 1995 – January 1996

Key Responsibilities

- Managed customer liaison and field coordination.
- Assisted in operational planning and reporting.

EDUCATION

B.Sc. (Hons.) Plant Pathology

University of Agriculture, Faisalabad

(Equivalent to Master's Degree)

Microsoft E-Commerce

LDC Institute, Rawalpindi

INTERNATIONAL TRAINING

- Application & Product Training – ALOKA Color Doppler Systems, Singapore (2007)
- Sales & Technical Training – Nikon Research Microscopes, Singapore (2006)
- Sales & Marketing Training – ALOKA Color Doppler Systems, Singapore (2005)
- NIS Elements Software, Confocal Microscopy & Bio-Station Training – Nikon, Singapore (2005)

INTERNATIONAL REPRESENTATION

- ALOKA Technology Fair & Distributor Meeting – Tokyo, Japan (2008)
- Nikon Corporation Distributor Meeting – Tokyo, Japan
- OGAWA SEIKI Co. Ltd. Meeting – Tokyo, Japan
- HOSPITALAR 2000 Exhibition – São Paulo, Brazil

KEY STRENGTHS

- Institutional and stakeholder coordination
- Administrative leadership
- Compliance support and documentation
- Office and operational management
- Contract administration
- Policy implementation
- Team supervision
- Communication and interpersonal skills
- Report preparation and record management

PERSONAL INFORMATION

Marital Status: Married

Date of Birth: 12 January 1970