

TALLAT IKRAM

PMP®

CONTACT

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PROFILE

I am an experienced professional seeking a full-time position where I can apply my knowledge and skills for continuous improvement. I have proficient ability to manage complex budget and overall projects.

SKILLS

- Business Writing
- Effective Communication
- Project Management
- Budget Handling
- Adaptability
- Problem Solving
- Analytical Thinking
- Financial Analysis
- Resource Management
- Clients Handling

EXPERIENCE

SHIFT MANAGER RX

CVS HEALTH | JUN 2021 - PRESENT

- Management of the store and Human Resource
- Inventory control and implementation of price changes
- Customer service and complaints handling

PROJECT MANAGEMENT OFFICER

CHILD CARE FOUNDATION | NOV 2019 - FEB 2021

- Oversee project activities remotely and on-ground to ensure effective and efficient operational management of the project.
- Strategize and maximize project outreach in alignment with organization's goals and vision for the project.
- Prepare payroll of 200 plus employees

FINANCE MANAGER

PHARMAWISE LABS. PVT. LTD. | JAN 2012 - JUN 2019

- Managed all the financial aspects of the Company by analyzing everyday business operations
- Managed Account payables, Account receivables, Payroll, and overall budget of the Company
- Produced financial reports and performed financial analysis
- Handled all the vendors and clients of the Company

INTERN

SPECIAL EDUCATION DEPT. | MAY 2010 - MAY 2011

- Managed the Human Resource Department
- Summary writing of all the interdepartmental communication and presentation for final decisions

INTERN

BOP | APRIL 2009 - JUN 2009

- Worked in the Operations Department and performed all activities that are part of day to day Banking
- Worked in Cash Department, Imports & Exports Department & Credit Department of the Bank

EDUCATION

BACHELOR OF COMMERCE (HONS.)

HAILEY COLLEGE OF COMMERCE | 2004 - 2008

CERTIFICATIONS

PROJECT MANAGEMENT PROFESSIONAL ®

PROJECT MANAGEMENT INSTITUTE USA

OCT 2019