

Noor Zaman



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Riyadh 3rd Industrial
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Marital Status: **Married**

Nationality: **Pakistani**

License, **Private Driving**

Other activities

- Ambitious
- Effective Presentation skills
- Reading books

CURRICULAM VITAE

Objective

To gain sustainable working knowledge of a prestigious multinational organization in the field of Marketing sales and Office, which could help me to attain personal growth, enhance my knowledge & experience with sense of achievement & satisfaction.

Experience

Saudi Mais Co.for Medical Products:

**Position: Quality Assurance Coordinator
(QA Document Controller).**

Duration: April 2025---August 2025.

Place: KSA Riyadh.

Responsibilities:

- Create, review, update, and manage controlled documents (SOPs, manuals, forms).
- Ensure version control, document approval, and proper archiving of records.
- Maintain document management systems (Soft and hard copy).
- Ensure that only current, approved documents are in circulation.
- Control access to sensitive or confidential documentation.
- Track document revisions and maintain an organized filing system.
- Assist departments with formatting, standardization, and documentation compliance.
- Support audit readiness by ensuring documentation is complete and up-to-date.
- Regularly review processes to ensure for required standards.
- Coordinate with teams to resolve quality-related issues.
- Maintain quality documentation and records.
- Assist in external and Internal audits and inspections.
- Analyze quality data and prepare reports.
- Ensure product/service meets customer and regulatory requirements.
- Report non-conformities and follow up on corrective actions.
- Preparing work instruction and product specification for new products and updating existing as required for technical file.
- Preparing forms for receiving inspection, Inprocess inspection and final inspection for each individual products or components.
- Issuing change notification, preparing chang evaluation, updating record for change controls.
- Preparing flow chart for new product and updated as per required.
- Preparing SOPs required and update existing (if any changes required).

Nasr Aljazeera Contracting Co:

Position: Safety Inspection Officer.

Duration: Feb 2024---Oct 2024.

Place: KSA Madinah.

Responsibilities:

- Conduct regular safety inspections of work areas, equipment and processes.
- Identify and asses workplace hazards and unsafe practices.
- In the event of an accident or near miss, investigate to determine root causes.
- Recommend corrective and preventive measure for identified risks.
- Maintain detailed records of inspection, incidents and safety violations.
- Investigate workplace accidents, incidents and near misses.
- Deliver safety training and awareness programs to employee.
- Promote a positive safety culture within the organization.
- Monitor proper use and condition of personal protective equipment (PPE).
- Support risk assessments and hazard analysis processes.
- Stay updated on new safety laws and technologies.
- Participate in internal safety audits and compliance reviews.

THE BARKI TIRE:

Position: Sales and Marketing Manager.

Duration: July 2014 ---Dec 2023 (10 years).

Place: Karachi Pakistan.

Responsibilities:

- Selling expert and in-depth knowledge about a specific product and product line within company.
- Play a crucial role in product development, marketing, sales, and customer support, providing guidance, training, and support to other sales team members and customers.
- Involved in analyzing market trends, competitor products, and customer feedback to help improve the product and drive business success.
- Providing information about available Brands, including specifications, pricing, and financing options.
- Collaborating with the marketing team to develop promotional materials and strategies.
- Responsible for counter Sales, daily transactions, Account Receivable and payable, Stock and Bank reconciliation with customer ledgers.
- Building relationships with customer and end users.
- Keeping up-to-date with market trends, values, and competitor activities.
- To work and play a crucial role in driving sales and achieving Monthly quarterly and annually targets.
- Negotiating terms with customers and closing sales deals.
- Attending networking events, exhibitions, and industry seminars to generate leads and expand the customer base.
- Responsible for Sales planning, Research and analysis, developing sale strategy, Monitoring sales goals, team leadership, customer relationship, Brand position and promotion, sale performance report, directing team towards target, reporting to the CEO, recommendation in sales strategies if any.

“VENUS ENGINEERING SERVICES”

(Construction & Maintenance department).

Position: Admin Officer

Duration: July 2013---June 2014 (One year).

Place: Karachi Pakistan.

Responsibilities:

- Responsibility of constructing residential, commercial, and infrastructure projects. To manage the entire construction process, including planning, design, permitting, procurement of materials and labor, construction, and project management. Builders work closely with architects, engineers, subcontractors, and other stakeholders to ensure that construction projects are completed on time, within budget, and according to specifications.
- Responsible for office organization such as Managing files, records, and office supplies.
- Scheduling and Calendar management for meetings, appointments, events and manage executive schedules.
- Communication handling such as phone call, Emails, inquiries.
- Prepare documents, reports and presentation.

- Maintain accurate records and databases, include employee information, client details and financial data.
- Support hiring processes onboarding new employees and managing attendance records.
- Inventory management for new order and track office supplies, manage vendor relationship and inventory levels meet office needs.
- Book travel and accommodations.
- Prepare agenda for Meeting coordination.
- Task identification, human resource allocation, reporting and controlling.

Education

- **2013: Master** of Business Administration (MBA Marketing)
(Indus University Karachi Pakistan)
 - **2009: Bachelor** of Arts (BA Karachi University Pakistan)
 - **2005: Higher** Secondary School Certificate / FA
(Board of intermediate and secondary education Saidu Sharif Swat, KPK, Pakistan)
 - **2002: Secondary** School Certificate / Matric (Science)
(Board of intermediate and secondary education Saidu Sharif Swat, KPK, Pakistan).
- Certificates:** NEBOSH IGC,
(National Examination Board in Occupational Safety and Health, UK).

Computer Skills

- Microsoft Office (MS Windows, Word, Excel, PowerPoint etc.)
- Internet Browsing
- Computerize Accounting (Peach tree, Tally, quick book, Advance excel, BUSY & Mayob)
- Knowledge of computer hardware & software's.
- Proficient in sending and receiving e-mails for business correspondence.

Languages

English, Arabic, Urdu, Pashto, (Can Read, Write and understand)

I hereby certified that the above statements are true and correct with all my knowledge and also to the help of our Lord. After you've reviewed my resume, I would be honor to have an opportunity to discuss your company's goals and talk to you about my skills and experiences that I can utilize in your Company. More Power and Positive energy blessed.

Noor zaman.