



NIZAM UDDIN

Personal IDs:

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.COM

MOBILE : 058-2152534

PERSONAL DATA

Date of Birth : 25/04/1993

Gender : Male

Nationality : PAKISTAN

Marital status : SINGLE

ADDRESS

Ind area-8, Sharjah.
United Arab Emirates.

OBJECTIVE

To succeed in an environment of growth and excellence and pursue a highly rewarding profession, where I can build an innovative career in your esteemed organization by using my skills and other significant talents.

EDUCATION

- Bachelor Of computer science from Bacha khan university charsada, Pakistan -2017.
- Certificate of Completion web designing From APTECH INSITUTE KARACHI
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PERSONAL SUMMARY

- A creative professional experience in Projects Estimation, Material Procurement, Site co-ordination, Accountant etc.
- Strong communication, collaboration & team building skills with proficiency in grasping new technical concepts quickly and utilizing them. Experience of working under cross-cultural and multi-lingual environment
- Planning & scheduling assignments to achieve pre-set goal within time

KEY STRENGTH

- SELF-MOTIVATED AND EAGERNESS TO LEARN.
- GOOD GRASPING POWER.
- ADAPTABILITY AND GOOD PRESENTATION SKILLS.
- LINGUISTIC ABILITY:*SPEAKING IN ENGLISH,,URDU, HINDI, & PUSHTU
*WRITING IN ENGLISH, URDU, ARABIC AND PUSHTU

AREAS OF INTEREST

- FIRE ALARM AND FIRE FIGHTING
- OFFICE ADMISTRATION ,COMPUTER OPERTOR
- HOSPITALTY ,RECIPPTION
- WAERHOUSE ASISTANT, STORE KEEPER
- OFFICE ASISTANT , PRO, ,SUPERVOISER
- MS-OFFICE, TELLY, WEB DESINING, DATA ENTRY,
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- Tally
- Auto CADD

PROFESSIONAL EXPERIENCE

COMPANY NAME: - PHLOX SECURITY & SAFETY EQUIP LLC, SHARJAH

DESIGNATION: - PROCUREMENT COORDINATOR (MY 2022 – till date)

JOB ROLES & RESPONSIBILITIES:

- COORDINATE WITH SITE ENGINEER FOR MAINTENANCE OF FIRE ALARM & FIRE FIGHTING SYSTEMS FOR BUILDINGS, WAREHOUSES AND LABOUR ACCOMODATION.
- FULFILL THE REQUIREMENTS FOR MAINTENANCE OF FA & FF SYSTEMS BASED ON REPORT.
- ANALYZE ALL SUPPLIERS IN ORDER TO SELECT THE MOST SUITABLE SUPPLIERS WHO ARE ABLE TO DELIVER QUALITY PRODUCTS AT COMPETITIVE PRICING ON TIME.
- NEGOTITE WITH SUPPLIERS ON LEAD-TIME, COST AND QUALITY SO AS TO OBTAIN THE MAXIMUM BENEFIT FOR THE COMPANY.
- COORDINATE WITH MAIN CONTRACTOR & CONSULTANT FOR APPROVAL OF SHOP DRAWINGS, TECHNICAL SUBMITTAL AND CONVEY TO SITE ENGINEERS IN ORDER TO EXECUTE THE WORK ACCORDINGLY & ARRANGE THE APPROVED MATERIALS ON TIME.
- RESPONSIBLE TO ARRANGE TECHNICIANS FROM MAIN SUPPLIERS FOR TECHNICAL SUPPORT LIKE PROGRAMMING AND TESTING & COMMISSIONING.
- APPLY IN CIVIL DEFENSE FOR MAINTENANCE CONTRACT & INSPECTION FOR BUILDINGS, WAREHOUSES & LABOUR ACCOMODATION TO GET CIVIL DEFENSE CERTIFICATE.
- COORDINATE WITH MY TEAM & MAKE THE SITE READY FOR INSPECTION AND TAKE INSPECTION DATE FROM CIVIL DEFENSE.
- ALSO APPLY FOR INSTITUTIONS (OFFICES) IN CIVIL DEFENSE TO GET CERTIFICATE.

COMPANY NAME: - MICRO MERGER IT SOLUTION KARACHI (2 YEAR)

DESIGNATION: - DATA ANALYST (Jan 2019 – May 2021)

JOB ROLES & RESPONSIBILITIES:

- COLLECT ALL DATA FROM THE SITE SUPERVISOR OF POLIO WORKER AND ENTER INTO THE COMPANY DATABASE. PERFORM MULTIPLE OPERATION ON DATA LIKE MISSING CHILDREN FROM POLIO VACCINE AND MAKE ALL THE DETAILS ABOUT THE CHILDREN..MAKE PROJECT VOICE REPORT ACCORDING TO THE ORGANIZATION OBJECTIVE THROUGH POWERPOINT AND EXCEL SHEET.
- **BANCA SALES OFFICER AT HABIB BANK LIMITED BUNER (2021 TO JAN 2022)**
My Responsibility is to purchase jubilee life insurance policy through Habib bank limited.
- MANAGING THE LIFE INSURANCE SALES THROUGH ASSIGNED BANK BRANCHES. HANDLING A TEAM OF ON-ROLL MANAGERS. COORDINATING BETWEEN BANK AND COMPANY FROM LEAD GENERATION TO POLICY CONVERSION. FOLLOW UP WITH OPERATIONS AND TRAINING THE LEAD GENERATORS OF BANKS.

ACCOUNTANT AT ZAHEER ELECTRONIC KARACHI. (2 YEAR)

I HAVE WORKED WITH ZAHEER ELECTRONIC KARACHI AS AN ACCOUNTANT WHERE WE CAN MANAGE AND UPDATE THE ORGANIZATION RECORD AND EMPLOYEE RECORD MAKING INVOICES UPDATE SALARY AND PRODUCTS INFORMATION.

DECLARATION

- *I hereby declare that the details furnished above are true to the best of my knowledge and belief.*

SHARJAH,
United Arab Emirates

NIZAM UDDIN