

AZAM RASOOL

AL KHOBAR, KSA

Mobile: +966 592566933

Email: azamkhan.azlan@gmail.com

OBJECTIVE

To explore the dynamics of a challenging career in a fast-track organization by reshaping my Marketing knowledge and integrated skills. Looking ahead for challenging and innovative environment to enhance my practical grip from theoretical knowledge, I got under qualified staff and utilize my skills to uplift organization performance. I enjoy closely following the latest changes in technology and apply this to my duties wherever relevant.

SUMMARY

- Specialized In team management & database.
- Work experience on Electronic Marketing Buy & Selling.
- Visa assistant specialization.
- Ability to manage and communicate with a wide range of people
- Supervisor day-to-day operations in a warehouse

EDUCATION

(I. Com)

Punjab College of sciences, Bahawalpur Pakistan

(Diploma)

Computer Links Multan_Friends Institute of Management Bahawalpur Pakistan

CERTIFICATE

(API-Q1-10th Edition)

MEHR GLOBAL CONSULTANCY PVT LTD

Internal Auditor Training EIMP Conference Hall – 2nd Dammam Industrial Area, Saudi Arabia

EXPERIENCE:

EIMP - Energy Investments Metal Products. (by Enpro) KSA

Senior Store keeper

(Nov 2019 to Sep 2025)

Responsible for:

- Daily Report to our General Manager of Work performed
- Contact vendors and responsible for returning damaged goods to vendors
- Responsible for receiving all shipments of products and store them in an organized manner
- Track inventory of products on shelves and storage unit
- Maintain records of products being shipped and received
- Track lost or miss-delivered packages
- Create Purchase Orders as needed

- Responsible for submitting accurate and audited inventory reports at the end of each day to management and purchasing.
- Performed internal audits of financial and departmental operations, developing risk assessments and conducting process walkthroughs for compliance with documented processes.
- Investigated discrepancies discovered during the auditing process.
- Identified and reported audit issues.
- Contributed to a positive work environment by collaborating effectively with colleagues across all levels of the organization.

Saudi Fisheries Company KSA

Warehouse Supervisor

(Feb 2019 to Oct 2019)

Responsible for:

- Daily Report to our General Manger of Work performed
- Supervisor day-to-day operations in a warehouse.
- Prepare shipping documentation and other related paperwork.
- Order, receive and maintain identifying materials and tools.
- Supervise counting, weighing and identifying of materials meant of shipment.
- Check materials against customer orders, picking lists and billings.
- Develop annual department budget.
- Check and verify materials in warehouse periodically.
- Maintain records of equipment, materials and products.
- Observe company safety policy.

Rokn Al-Ali Contracting Est. KSA

Data entry operator

(Feb 2017 Jan 2019)

Responsible for:

- Data entry in database
- Dealing with different Levels of customers/corporate Clients
- Daily Report to our General Manger of Work performed

Etimad VFS, Global KSA

Customer Services & Visa processing Officer

(October -2015 to January-2017)

Responsible for:

- Document verification & submission for visa processing.
- Data entry in database website of ministry of Sweden, Denmark, Czech Republic, & All Schengen Country.
- Dealing with embassies for the further requirement and running the Visa process.
- Responsible for keeping and delivering the passport safely.
- Reception for each and any received correspondence.
- Resolve customer complaints via phone, email,
- Use telephones to reach out to customers and verify Application required documents and Information related visa processing.
- Greet customers warmly and ascertain problem or reason for calling.
- Answer questions about Visa information.
- Resolves service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Identify and assess customers' needs to achieve satisfaction.
- Provide accurate, valid and complete information by using the right methods/tools.

- Keep records of customer interactions, process customer file & documents.
- Follow communication procedures, guidelines and policies.

AWJ INTERNATIONAL L.L.C Oman

Supervisor

(Jun 2014 to July 2014)

Responsible for:

- As a team Leader
- 3G Data Transmission Huawei software RTN configuration & BTS 3900 configuration

Nasim Ibra Trading Co. Oman

Customer Services

(Dec -2010 to Oct -2013)

Responsible for:

- Dealing with different levels of customers/corporate clients
- Dealing with marketing as a bay & sales
- Daily report our line manager of work performed

Rustaq College Oman,

Team Head IT Dept

(October 2008 to 2010)

Responsible for:

- Helped migrate services from Windows Server 2003
- Managed and Administered Windows XP and Windows 7 workstations and laptops.
- Supported and maintained servers and backups.
- Supported Microsoft Office 2007/2010.
- Primary duties included installing and configuring Windows Servers.
- TCP/IP configuration and administration of IIS for Intranet.

Khan Enterprises Bahawalpur Pakistan

Customer Services & Computer Lab

(2001 to 2003)

Responsible for:

- Dealing with different customers
- Work in the computer lab hardware software & networking • TCP/IP configuration and administration of IIS for Intranet.

COMPUTER SKILLS:

- Microsoft® Office
- Microsoft® Project
- Microsoft Excel professional
- Microsoft Dynamics AX 2012
- Microsoft Dynamics 365 ERP
- Proficient Knowledge of Adobe Photoshop
- LAN & WAN Networking

PERSONAL ANALYSIS

- Good computer skills with profound knowledge
- Able to work both independently and cooperatively as part of team
- Dedicated and self-reliant
- Excellent communication skills
- Possess very good inter personal relations
- Confident and optimistic
- Fast learner
- Highly motivated goal oriented
- Proven customer support experience
- Track record of over-achieving quota
- Customer orientation and ability to adapt/respond to different types of characters
- Excellent communication and presentation skills
- Ability to multi-task, priorities, and manage time effectively

PERSONALS INFORMATION

- Home Town: Pakistan-Bahawalpur
- Current Place: Saudi Arabia
- Iqama # **(Transferable)**
- Date of Birth: 05 Jan 1986
- Marital Status: Married
- Driving license KSA
- Religion: Islam
- Languages: English, Urdu, Arabic

REFERENCES

Can be furnished upon request.