

NAEEM ANJUM WAKEEL

House # P-15/5, Lane # 02, New LalaRukh,
Wah Cantt, Rawalpindi, Pakistan
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OBJECTIVE

Detailed oriented professional promoting expertise in supply chain planning. Confident procurement knowledge from specialist vendors with good relationship. Tracking products by using technological methods in best pricing.

PERSONAL INFORMATION

- | | |
|------------------|---|
| • Father Name | Rana Muhammad Wakeel |
| • Date of Birth | 01-04-1988 |
| • Marital Status | Single |
| • Domicile | Punjab (Rawalpindi) |
| • Interest | Current Affairs, Sports, Photography, Traveling |
| • Languages | Arabic, Urdu, English, Punjabi |

WORK EXPERIENCE

Recovery Officer (2020 to 2023)

(Faysal Bank, F-10 Markaz, Islamabad)

- Deals with Customer on behalf of Bank with legitimacy assistance.

Procurement Supervisor (2015-2019)

(Gulf Corner Contracting and Trading Company. Kingdom of Saudi Arabia)

- Served as Primary Technical Liaison between ARAMCO and its customers and key supplier

Sales Executive (2013-2015)

(Manal Al-Khaldi Trading Establishment (MAK), Dammam, Kingdom of Saudi Arabia)

- Executed local, regional and national marketing and branding initiative to drive sale with existing and prospective accounts.

Hotel Management and stock in charge (2010-2013)

Matam Al Nafoor (AL Mukhwa, Kingdom of Saudi Arabia)

- Maximizing revenue by creating and managing the demand of the hotel's primary and secondary inventory.

Regional Sales Representative (2008-2010)

(ZAKPAK Private Limited, Pakistan)

- Responsible to assist manger regarding all Accounts and other office admin matters.

ACADEMICS

- (2020)
 - M.COM (result awaiting)
AIOU, Islamabad, Pakistan
- (2009)
 - Bachelor of Commerce in IT
ARID University, Faisalabad, Pakistan
- (2006)
 - Higher Secondary School Certificate (H.S.S.C)
Federal Board, Islamabad
- (2004)
 - Secondary School Certificate (S.S.C)
Federal Board, Islamabad

SKILLS & TECHNICAL SKILLS

- Microsoft Office
- Operating Systems (XP/7/8/10)
- Sales
- Marketing and Advertising
- Customer Assistance
- Cost Analysis and Savings

REFERENCE

- Could be furnished upon request