

# Naeem Anjum Wakeel

House # 17, Street # 02, G-15/4, Islamabad, Pakistan  
Cell: +92-312-513-0507 | Email: naeemanjum1988@gmail.com

---

## Professional Summary

Results-driven administration, procurement, and business operations professional with diversified experience across higher education, banking, and multinational contracting environments in Pakistan and the Kingdom of Saudi Arabia. Demonstrated expertise in procurement operations, stakeholder coordination, customer relationship management, and administrative leadership. Proven experience working on ARAMCO-linked projects with strong exposure to procurement compliance, vendor coordination, and technical liaison responsibilities.

## Core Competencies

- Procurement & Supply Chain Management
- ARAMCO Vendor & Project Coordination
- Administration & Operations Management
- Admissions & Student Affairs Management
- Customer Relationship Management
- Recovery & Negotiation Management
- Vendor Management & Procurement Planning
- SAP & ERP Systems
- Business Communication & Reporting
- Project Coordination & Documentation

## Professional Experience

### Program Coordinator / Admin Officer / Admission Officer

Preston University, Islamabad, Pakistan | February 2023 – Present

- Manage end-to-end admissions and administrative operations for academic programs.
- Coordinate with students, faculty, and management to ensure smooth academic and administrative processes.
- Handle student counseling, admissions documentation, and record management.
- Support institutional activities, reporting, and administrative compliance functions.

### Recovery Officer

Faysal Bank, Islamabad, Pakistan | November 2020 – March 2023

- Managed recovery portfolios and maintained professional relationships with customers.
- Negotiated repayment plans and resolved recovery-related disputes.
- Prepared recovery reports and monitored portfolio status to achieve assigned targets.

### Procurement Supervisor

Gulf Corner Contracting & Trading Company, KSA | 2015 – 2019

- Played a key role in procurement operations for ARAMCO-related projects and contractor activities.
- Served as a primary liaison between ARAMCO stakeholders, suppliers, and internal project teams.

- Managed procurement lifecycle activities including sourcing, vendor coordination, purchase processing, and delivery follow-up.
- Ensured compliance with project specifications, procurement standards, and delivery timelines.
- Maintained procurement records, technical documentation, and vendor communications.

### **Sales Executive**

Manal Al-Khaldi Trading Establishment (MAK), Dammam, KSA | 2013 – 2015

- Executed regional sales and marketing initiatives to enhance business growth and market presence.
- Developed and maintained strong relationships with clients and customers.

### **Regional Sales Representative**

ZAKPAK Private Limited, Pakistan | 2008 – 2010

- Supported customer relationship management and market expansion initiatives.
- Contributed to sales growth through effective communication and client servicing.

## **Education**

- M.Com – Allama Iqbal Open University (AIU), Islamabad
- Bachelor of Commerce in IT – ARID University, Faisalabad
- Higher Secondary School Certificate – Federal Board, Islamabad
- Secondary School Certificate – Federal Board, Islamabad

## **Technical Skills**

- SAP & ERP Systems
- Microsoft Office Suite
- Web Development
- Search Engine Optimization (SEO)
- Meta & Google Ads Management
- Social Media Campaign Management
- Business WhatsApp Operations
- Project Scheduling & Reporting

## **Languages**

- English
- Urdu
- Arabic

## **References**

Available upon request.