

2021

Junaid Gul

Please find enclosed my CV in application I have done Graduation. The nature of my degree course has prepared me for management work. It involved a great deal of independent work, requiring initiative, self-motivation and a wide range of skills. I am a fast and better decision maker, with a keen eye for detail and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it .Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.



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Jeddah, Saudi Arabia

PREFERRED JOB

Document Controller (EPC), Sales Coordinator, Associate Administration

CAREER OBJECTIVE

I am a conscientious person who operates well under pressure and pays attention to details. I'm flexible, quick to pick up new skills and eager to learn different cultural norms. I'm keen to become an important asset to an esteemed and fast paced organization by utilizing my experience and knowledge against the challenging environment.

WORK EXPERIENCE

Bahra Advanced Cable Manufacture Co. Ltd. – KSA



I have been appointed in "BAHRA CABLES CO." which is known as one of the fastest 100 growing companies considered and nominated in cable industry in kingdom of Saudi Arabia in year 2012.

APR 2015 – TILL DATE

DOCUMENT CONTROLLER CUM SALES CO-ORDINATOR

RANGE: 7 YEARS

RESPONSIBILITIES

- Methodically recording & keeping documents, e-Filing by using specific classification to ensure easy retrieval.
- Have good command over ACONEX, ORACLE, SAP ARIBA, Web Application Server, eGesDoc & all Supplier Network
- Update & implement Data and Document Control System within the department, in line with the Quality Assurance Policy
- Assessment of BOQ and Technical Specification to accumulate useful data (Quotations, Sales Orders, Invoices, Packing List)
- Create Technical Inquiry & correspond with Technology Department to obtain the appropriate Technical Data for the product and shop drawing
- Analyse & prepare Technical Submittals & e-Submittals (As Built, Final, MRB, MDR, FQD, MEC, IDR etc)
- Follow-up with clients to obtain the approval and/or rectify the MEP consultant's analyses & arrange reply to comments

King Salman International Complex for Maritime Industries project

Marjan increment program

Ras Tanura Refinery Clean Fuels and Aromatics Project

Master Gas Plant, SEPCO Electric.

ARAMCO Fadhili Gas Plant, PETROFAC.

Zubair Oil Field Development Project, ENI.

Riyadh Metro, Dubai Metro

Saline Water Conversion Corp. (SWCC), Sinopec Int'l

Jubail United Petrochemical Company (UNITED) SABIC. Samsung Eng

ETHANE DEEP RECOVERY FACILITY PROJECT – Hyundai Eng

MAJOR PROJECTS

WORK EXPERIENCE

Maghrabi Group of Companies - Pakistan

AUG 2014 - MAR 2015

SENIOR STOREKEEPER

RANGE: <1 YEAR

RESPONSIBILITIES

- Plan & perform ordering, inspecting goods, labelling and delivering to the designated location
- Prepare storage area for perpetual inventory and supervise the operation, updating and maintaining stock level
- Coordinates inbound & outbound freight, Record keeping, updating & compile the report as and when required
- Staff scheduling, defining & executing colleague's responsibility
- Identify staff development & arrange training to ensure smooth process
- Ensure health & safety measures are adhered by throughout

WORK EXPERIENCE

Akaztel Marketing - Pakistan

JUN 2012 – APR 2014

TEAM LEADER

RANGE +2 YEARS

RESPONSIBILITIES

- Effectively supervise the staff on day to day operation to ensure target achievement
- Analyse & generate weekly activity report & maintain the records
- To ensure the staff complete the requisite paperwork & sign off
- Handling petty cash to ensure smooth workplace operation & ensure the security patrol
- Communicate company goal and deadlines to team & keep the management informed over team's performance

WORK EXPERIENCE

Dubai Islamic Bank Ltd. - Pakistan

MAR 2010 – DEC 2011

CUSTOMER SERVICE REPRESENTATIVE

RANGE +1 YEAR

RESPONSIBILITIES

- Provides timely feedback to the management regarding service failures or customer concerns
- Attend customer's complaint and address the issue effectively
- To provide timely and precise information to incoming customer about order status
- To introduce new product and its information with technicalities

WORK EXPERIENCE

JAN 2009 – FEB 2010

PEPSI (PepsiCo) – Pakistan**Data Entry Operator**

RANGE +1 YEAR

RESPONSIBILITIES

- To input business information precisely with unique classification into database for easy retrieval
- Timely update, data verification, researching and retrieving data & ensuring the confidentiality of recorded information
- Assists & trains new data entry operators on software programs

TECHNICAL SKILLS:

PROGRAMS **Advaris: The operating Software in M/s Bahra cables Co.**
SAP - ERP (System Applications Product: Module - Sales & Distribution, Material Management and Project System)
ERP (enterprise resource planning)
Product Lifecycle Management, Supply Chain Management, & VTS (Vehicle Tracking System)
Warehouse Management, Customer Relationship Management (CRM), Sales Order Processing, Online Sales,
Adobe Acrobat, Photoshop, Power Point. Windows, Microsoft Programs (Word- Excel- Outlook).

PROFESSIONAL QUALIFICATION:

AWARDING BODY **International College of Accountancy & Management Sciences**
FIELD English Language Certification
YEAR Batch Aug. 2008

AWARDING BODY **New Age Computer Technologies, Pakistan**
FIELD Certificate in Office Management
YEAR Batch Aug. 2008

ACADEMIC QUALIFICATION:

AWARDING BODY **Hazara University, Pakistan**
FIELD Bachelor of Arts
YEAR Batch 2013

AWARDING BODY **Higher Secondary School Certificate, Pakistan**
FIELD Pre-Engineering
YEAR Batch 2008

AWARDING BODY **Secondary School Certificate, Pakistan**
FIELD Pre-Engineering
YEAR Batch 2006

CORE STRENGTHS: Excellent communication skills & Strong client relationship
 Quality of work, Adaptability & time management skills
 Know-how of Ledger and banking transactions
 Self-motivated and ability to respond well to work pressure
 Ability to manage multiple priorities and strategic skills
 Required less supervision and will to work anywhere on the planet

LANGUAGE(S) KNOWN

	UNDERSTANDING		SPEAKING		WRITING
	LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
ENGLISH	ADVANCED	ADVANCED	ADVANCED	ADVANCED	ADVANCED
ARABIC	GOOD	GOOD	AVERAGE	AVERAGE	BASIC
URDU	ADVANCED	ADVANCED	ADVANCED	ADVANCED	ADVANCED
PUNJABI	ADVANCED	ADVANCED	ADVANCED	ADVANCED	ADVANCED
HINDKO	GOOD	AVERAGE	AVERAGE	AVERAGE	BASIC
GOJRI	GOOD	AVERAGE	AVERAGE	AVERAGE	BASIC

ANNEXES

MARITAL STATUS Married
NATIONALITY Pakistani
AGE 32 Years
WORK PERMIT Holding valid & transferable Iqama of Kingdom of Saudi Arabia