



NOMAN NOORUDDIN

EXECUTIVE / AM / HR ADMINISTRATOR

About Me

Administrative leader offering experience prioritizing and delegating administrative tasks to drive goal achievement. Proficient in schedule coordination, resource allocation and office supply inventory management. Dedicated to training and mentoring top talent while cultivating a productive work culture. Experienced Office Management and Administration Professional experienced optimizing productivity, efficiency and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.

Experience

• SIDDIQSONS LIMITED

Assistant Manager Administration & Security

2019-07 - 2022-02

- Procured office supplies and equipment to maintain optimum inventory availability.
- Created Excel and PowerPoint presentation materials to prepare upper management for client meetings and demonstrations.
- Communicated corporate objectives to various divisions to meet deadlines and adhere to company budgets.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Approved and collected employee travel expense reports, time-off requests and timesheets.
- Updated reports, managed accounts and generated reports for company database.
- Analyzed data related to administrative costs and spending trends to prepare budgets for personnel.
- Assigned tasks and directed team of office clerks.
- Delivered performance reviews, recommending additional training or advancements.

• Artistic Milliners

In-charge Administration & Security

2017-03 - 2019-07

- Worked with customers to understand needs and provide excellent service.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Carried out day-to-day duties accurately and efficiently.
- Successfully maintained clean, valid driver's license and access to reliable transportation.
- Managed team of employees, overseeing hiring, training and professional growth of employees.
- Prepared variety of different written communications, reports and documents.
- Onboarded new temps by entering employee information into systems.
- Exceeded goals through effective task prioritization and great work ethic.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.

• RAJBY INDUSTRIES

HR\ Administrator Officer

2013-02 - 2017-01

- Adhered to social distancing protocols and wore mask or face shield.
- Led projects and analyzed data to identify opportunities for improvement.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Used coordination and planning skills to achieve results according to schedule.
- Improved operations through consistent hard work and dedication.
- Increased customer satisfaction by resolving issues.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Worked flexible hours across night, weekend and holiday shifts.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.

Contact



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Address

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Language

English



Urdu



Skills

- Records administration
- Medication administration
- Systems administration
- Administration and management
- Managerial skills
- Helpdesk administration
- Hospitality administration
- Employee benefits administration
- Echocardiogram administration
- Staff schedule administration
- Technical Analysis
- System monitoring

- Bug reports
- Security updates
- Show planning
- Telephone etiquette
- Administrative support

Additional Information

Father's Name: Noor-ud-Din
 Date of Birth: 9th Aug, 1987
 Gender: Male
 Nationality: Pakistani
 CNIC Number: 42201- 7920901-1

• IBC APPAREL (PVT.) LTD

Administration, HR & Compliance Assistant

2011-01 - 2013-01

- Developed and executed HR policies and programs, workforce and job development, recruitment and hiring, compensation and benefits and employee and labor relations to build staff-focused human resources office culture.
- Produced letters and memoranda to inform stakeholders of business decisions.
- Drafted agendas, recorded minutes and generated documents to facilitate meetings.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained human resources regulatory compliance with local, state and federal laws..

• SOORTY ENTERPRISES (PVT.) LTD

Computer Operator

2009-01 - 2011-01

- Managed output quality and control of [Type] documents processed on assigned equipment.
- Generated reports covering details about data, system operation and error monitoring.
- Changed and replaced backup tapes regularly and performed detailed server backups.
- Documented discrepancies, referring discovered issues to supervisor for remediation.
- Maintained spreadsheets of data across multiple systems.
- Troubleshoot system performance bottlenecks and proposed solutions to discovered weaknesses.
- Supported time-sensitive project input milestones by keeping team on-task.
- Monitored fire, security and duress systems, responding appropriately to alarms and emergency situations.

• MAXCO (PVT.) LTD, Karachi

Production Assistant

2007-01 - 2008-01

- Created and updated records and files to maintain document compliance.
- Supported machine operators in setup and operation of production equipment resulting in efficient runs.
- Reviewed activities for production team to complete tasks on time.
- Addressed supply problems and developed creative solutions to prevent delays.
- Stayed alert, active and ready to respond to any request at any time using variety of available resources.
- Assisted crews with set building and pointed out problems that could be potential safety issues.

Education

• Karachi University

Bechlors In Commerce

• Board of Intermediate Education Karachi

Intermediat

• Board of Secondary Education Karachi

Matriculation