

NADEEM ULLAH KHAN

Mohala Buday Khel, PO Khunda, Tehsil Lahor District
SWABI PAKISTAN

EDUCATION

University of Peshawar

B.Sc. in 2010

Intermediate from Board of Intermediate & Secondary education

MARDAN NWFP

FSc (Pre Engineering) in 2008

Matriculation from Board of Intermediate & Secondary education

MARDAN NWFP

Matriculation (Science) in 2006

WORK EXPERIENCE

Quality Control Inspector (Civil Works) - Building Roots Saudi Arabia

2013 – 2016

As a Quality Control Inspector (Civil Works) at Building Roots at Saudi Arabia I was assigned to verify special processes and the relevant workers' qualifications. Orderly collect, check and manage documents certifying tests, carry out inspections & witness the relevant Material Tests. Material verification and check the conformity with the Quality Control Plan and obtain the relevant documentation.

PA to Project Manager & QC Inspector - Arabian Oasis Saudi Arabia

2016 – 2019

As PA to Project Manager I was responsible to provide one-to-one support by offering administrative help such as monitoring a manager's email, drafting communications on their behalf, planning and organizing meetings and their travel to Project sites besides I was also responsible to carry out Quality Control inspections under the supervision of Project Manager.

SKILLS

Effective Communication Skills

Presentation Skills

Negotiation & Settlement Skills

Product Sales Skills

REFERENCES

Usman Ali

Senior Executive Sales Operations

Zong CMPak Ltd

+923132525202 usman.ali@zong.com.pk

[Further References will be provided on demand](#)

PERSONAL STATEMENT

Having had 07 years of work experience in QC and Administration functions, I enjoy putting my knowledge and skills to work in day-to-day work with a practical and proactive approach focusing on customers, all with the guidelines and objectives. Being flexible to change, I work well under pressure and do my best to uphold company's interests and image during crucial situations.

I am looking to join an organization where I can contribute positively through my quality-conscious approach, administrative experience.

CONTACT

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HOBBIES

Travelling, Surfing Internet & Reading Books