

CURRICULUM VITAE

Ziauddin Khan

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Objective

To share and earn from my experiences gained from the fields of project management, contract management, office management including sales/purchase documentation, primary accounts, HR, banking, logistics, warehousing, local and international procurement, local and international sales, and intra-communication with government agencies respectively.

Key Areas of Expertise

- * Excellent writing and communication skills
- * Business and Commercial Write-ups
- * Excellent Sourcing skills both local and international (global)
- * Contract Write-Ups
- * Excellent Write-Ups for Sales and Business Development including Intro-emails
- * Performa/Commercial Invoices, Shipping Documents etc.
- * Banking (LCs, TTs, Cheques)
- * Write-Ups for Counseling and Coaching
- * Translations (Urdu to English)

Professional Experience

I take pride in stating that I have a cumulative experience spanning 32 years in the above fields in different commercial organizations in more than 8 countries, with writing as my key weapon.

The most recent assignments held over the last 15-years are briefly mentioned as under:

Commercial Director at Future Resources Trading

Kingdom of Bahrain

1st January, 2016 to 31st December, 2020

Joined as Sales Manager and then within a year, promoted to Commercial Director at Future Resources Trading, in the Kingdom of Bahrain.

Primarily responsible for sourcing suppliers/producers of chemical raw materials within Gulf countries as well as globally, I am proud to have brought some 40 companies to the panel of my employer.

Through the same writing skills, secured purchase orders and business for products in hand from customers from more than 10 countries. This was in addition to my responsibilities to overlook the internal and external documentation and banking respectively.

Marketing/Sales Manager

Triangle International LLC

Dubai, United Arab Emirates

September, 2012 to December 2015.

Joined as Marketing/Sales Manager and after 2 years, promoted to Regional Sales Director at Triangle International, in the United Arab Emirates.

Continued and shared my experience of writing sales and commercial write-ups for my group company based in Dubai, and head office in Tanzania. Was thus responsible for sourcing new suppliers/producers of chemical raw materials from around the world as well as address and cater to ongoing business for same group, including logistics, in-office management errands of documentation and banking respectively.

Marketing Manager and Consultant for Chemical Raw Materials

Fidelity Global Chemicals, Dammam, Kingdom of Saudi Arabia

December, 2010- September 2012

Held the dual portfolio of Head of Chemical Division and Consultant for Fidelity Global Chemicals, based in Dammam, Kingdom of Saudi Arabia.

Core responsibilities included write-ups for procurement and sourcing of chemicals, and creating a bond with new suppliers and new customers for those chemicals, including office management, warehousing, logistics, and in-office management errands of documentation and banking respectively.

Senior Manager Sales and Projects

Polymer Access Pvt Ltd, Karachi, Pakistan

April, 2008 to November, 2010

Held the portfolio of Senior Manager Sales and Projects, with core responsibilities to write attractive business write-ups for procurement of chemicals, machinery, and general items from new sources and sales respectively.

Senior Technical Writer

Northstar Technologies Inc. USA; Pakistan Office

January 2006 - January 2008

I take pride in having written Software Technical Notes, Training Modules for Software, and Easy to Understand Resolutions for Bugs and Errors in Software for a top/hotel club management software designing company, Northstar Technologies Inc. USA, at their Pakistan Office.

In a 2-Year Contract, completed and wrote 19 Training Modules for this Software company in addition to numerous write-ups for removal of bugs and errors.

Career History Line

*Career's First job: Arfeen International Pvt. Ltd., Karachi, Pakistan. (1988-1992).

*Joined a company in Mozambique/South Africa, for procurement of FMCG. (1992-2001)

*Returned to Pakistan and joined US based Writing House, Right Solutions. (2001-2005)

*Northstar Technologies Inc. Pakistan Office as Senior Technical Writer (2006-2008)

*Polymer Access Pvt. Karachi, Pakistan, as Senior Manager. (2008-2010)

*Fidelity Global Chemicals, Dammam, Saudi Arabia, (2010-2012)

*Triangle International LLC, Dubai, United Arab Emirates (2012-2015)

*Future Resources Trading LLC, Kingdom of Bahrain (2016-2020)

Awards and Achievements

*Won a World Bank award for my Write-Up for a project created and designed for Special adults (Physically disabled) in Pakistan.

*Authored 19 books for children in English for a Publishing House in Karachi, Pakistan

*Presented Critique on 45 papers for UK based Company

*Wrote some 600 papers on different subjects for a Writing House, Karachi, Pakistan

Certifications

*Diploma in French Language from Alliance Francais, Pakistan

*Diploma in English Writing, Pakistan

Academic Qualifications

Bachelors in Commerce, 1987, Premier College, Karachi

Master in Economics, 1990, University of Karachi

Language and IT Skills

*English, French and some Portuguese

*Microsoft Office tools etc.

Personal Profile

*Permanent Address: 52/N/Block II, P.E.C.H.S., Karachi, Pakistan

*Present Address: Jed Ali, Kingdom of Bahrain

*Nationality : Pakistani

*1 beautiful wife, 3 adult kids, 1 grandson