

# Rizwan Aslam

Operations Supervisor / Managing Director



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Manama, Kingdom of Bahrain

CPR: 891171215 | Passport: DQ1807703 | Date of Birth: 13 November 1989 | Nationality: Pakistani

## Professional Summary

Highly adaptable and professional with over 8 years of combined experience in industrial operations and academic. Proven ability to lead teams, supervise staff, and manage business functions including sales, material, and client account management. Possesses a strong academic background in sociology with practical teaching experience at university and school levels.

## Key Skills

- Industrial Operations & Machinery Handling
- Fault Identification & Technical Troubleshooting
- Sociological Research & Curriculum Delivery
- Staff Supervision & Worker Training
- Accounting & Record Keeping
- Sociology Teaching and Research.
- Production Planning and Inventory Control
- Client Dealing, Sales and Quotations
- Academic Counseling & Public Speaking
- Fluent in English, Urdu, and Punjabi
- Microsoft (Excel, word)

## Working Experience

### Operations Supervisor (Internal Works)

NN Chuwati Management Consultancy W.L.L **Manama, Bahrain**

Jan 2025 - Current

- Supervise team and monitoring performance.
- Maintain daily attendance, schedule and work.
- Ensure all safety measurement to labor during work.
- Orders and delivery of materials and construction tools.

### Managing Director / Operations Supervisor Sardar Marble Factory – Gujrat, Pakistan

2012 – 2024

- Handled daily client dealings, including quotations, order processing, and after-sales support.
- Supervised and trained factory workers to ensure safety compliance and productivity.
- Managed accounts, billing, and transactions using Excel, POS, and manual records.
- Oversaw production planning, raw material management, and quality control processes.
- Coordinated sales strategies, project deadlines, and delivery schedules with suppliers and customers.
- Ensured timely completion of client projects with a focus on quality assurance and customer satisfaction.
- Maintains industrial machines and diagnosed mechanical faults resolved operational issues to prevent delays.

### Visiting Lecturer – Sociology University of Gujrat – Pakistan

2020 – 2024

- Delivered lectures on core subjects such as sociology, sociology of media, research methods.
- Prepared lesson plans and teaching materials and ensure class engagement for smooth learning.
- Simplified complex sociological theories and facilitated real-life discussions in classroom settings.
- Mentored students for academic improvement and research preparation.
- Assisted the department with curriculum updates and examination planning.
- Participated in departmental and administrative activities.

**Senior Teacher – Sociology & Social Studies** Jinnah Group of Schools – Tanda, Gujrat, Pakistan

**2016 – 2017**

- Conducted classes for secondary-level students in general studies.
- Developed lesson plans, class assessments, and student progress reports and attend P.T.M.
- Applied modern teaching methods to create an engaging and supportive classroom environment.
- Guided students in academic and personal growth and strong record of improving student performance.

## Education

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**Master of Philosophy (MPhil) in Sociology, Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi**

**2015 – 2017**

Master of Philosophy (MPhil): Sociology Jan 2017 Pir Mehr Ali Shah Arid Agriculture University | Rawalpindi Thesis on “Social Marginalization of Local Community in Bhagowal Kalan, Gujrat District.”

GPA: CGPA: 3.64 / 4.00 | Aggregate: 76% (456/600)

**BS (Hons.) Sociology (4-Year Program) University of Gujrat, Pakistan**

**2011 – 2015**

*Effectiveness of the Panchayat System in Gujrat Villages.*

*Community Mapping of Bhelowal Region.*

*Socioeconomic Study of Migrant Families (Khana Badosh).*

**GPA: CGPA: 2.91 / 4.00 | Percentage: 69.1% (3179/4600)**

**HSSC – Intermediate in Computer Science (ICS)**

**2005 – 2007**

Govt. Abdul Haq Islamia College | Jalalpur Jattan, Gujrat, BISE Gujranwala

**Marks: 542 / 1100 | Percentage: 49.3%**

**SSC – Matriculation (Science Group)**

Govt. Public High School | Bhagowal Kalan, Gujrat, BISE Gujranwala

**Marks: 496 / 850 | Percentage: 58.35%**

## Certifications & Trainings

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**Soft Skills Training, OEC & ICMPD, Sep 2025**

**Accounting with Microsoft Excel – Intermediate, Syntxsol Computer Academy, Jun 2024**

**Office Automation (6 Months), Al-Rehman Computer & Science Academy, May 2019**

**Computer Basics (3 Months), Al-Rehman Computer & Science Academy, Jan 2019**

**10-Day Teaching Training, Every Child in School Initiative (ECISI Program), Jan 2017**

**Best Sales award in marble industry, Marble Association District Gujrat, Jun 2016**

## Research & Thesis Work

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**MPhil Thesis:**

- Social Marginalization of Local Community in Bhagowal Kalan

**BS Sociology Final Year Projects:**

- ✓ Panchayat as an Informal Justice System
- ✓ Community Analysis of Bhelowal Region
- ✓ Challenges Faced by Nomadic (Khana Badosh) Families in Jalalpur Jattan

## Reference

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**Muhammad Shoaib (Head of Department) University of Gujrat**

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