

ABDUL NASIR

Contact Information

☎ 35468046
✉ nasirrrs01@gmail.com

Personal Details

Father's Name: habib-ur-rehman
Date of birth: 24th April 1994
Nationality: Pakistani
Religion: Islam
Marital status: Single
Address: Kingdom of Bahrain
(Manama hoora)

Languages

English(Fluent)
Urdu(Native)

Personal Strengths

- Self Confidence
- Quick learner
- Good team player
- Dedicated

Objective

I'm truly passionate about my work. I want to build up my career to attain professional excellence and contribute towards the success at the organization.

With wide theoretical knowledge in below mentioned categories, I am confident of discharging any related responsibilities to complete satisfaction and forwarding my below stated resume for your kind perusal and consideration, hoping for your righteous decision and kind sympathy for the same.

Education

Masters in I.R

(International Relations)
Abdul Wali Khan University 2018
Previous 254/500

Masters in English Literature

(English Literature)
Abdul Wali Khan University
2nd Div. 2017

Bachelor of Arts

(English Literature)
Abdul Wali Khan University 2015
2nd Div.

Faculty of Science/Pre Engineering

479/1100 2012

SSC Matriculation

Al-Muslim English medium School, KSK, Swabi, Pakistan 2010
674/1050

Work Experience

Administrator AWAL | AWAL refrigeration and Air Conditioning
SITRA, BAHRAIN - August 2021 – Current

- Managed supervisor itinerary and appointments and streamlined scheduling procedures.
- Monitored front areas so that questions could be promptly addressed.
- Conducted ongoing reviews of program financial systems to assess cost control measures.

Sales Coordinator and Production Manager

WEST RIFFA - December 2020 - August 2021

- Maintained financial controls, planned business operations and control expenses while identifying and pursuing opportunities to grow business operations and boost profits.
- Demonstrated products to show potential customers benefits and advantages and encourage purchases.

Administrator and Sales Coordinator

MANAMA - November 2019 - June 2020

- Evaluated operational practices and identified improvement opportunities to develop revisions for systems and procedures
- Aided colleagues, managers and customers through regular communication and assistance.
- Screened and transferred incoming calls, took down messages and transmitted information and documents to internal personnel.
- Managed company schedule to coordinate calendar and arrange travel.
- Computerized office activities, maintained customer communications and tracked records through delivery.

Quality Control inspector | IPSOS Marketing Research Company

ADLIYA - August 2019 - October 2019

- Created and deployed best practices to improve efficiency and reduce defects.
- Monitored performance and generated reports detailing quality of product and defect rates.
- Inspected quality of products, taking note of functionality, appearance and other specifications.

Skills

Bahraini driving license

Microsoft

Advance Knowledge of Windows, MS Office, Word, Excel

Fine Arts

Blogging, Writing reviews on articles and books, literary critique

6 Months Certificate of English Language Course Completion from UN
English

Declaration

I hereby declare that the above information is true to the best of my knowledge.

ABDUL NASIR