

# Nabeel Zahid Qureshi

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## **Objective**

To join a dynamic and progressive organization offering ample opportunities for diversified experience, enhancement of professional skills and career growth.

## **Experience**

**Presently Working as a Senior Sales Executive in Rowah International & Construction Company.**

### **Responsibilities:**

- Analyzed market trends in consumer industries to implement appropriate marketing and sales methods.
- Utilized multiple marketing strategies to improve profitability.
- Recognized and resolved compound problems that effected upper level management and business initiatives.
- Employed effective problem solving techniques, increasing client satisfaction ratings.
- Managed digital marketing initiatives in accordance with consumer targets and needs.
- Facilitated relationships with target accounts through implementation of proven networking methods.
- Demonstrated products and features to customers, answered questions and overcome objections.

**December 2014 to June 2015.**

**Worked as a Sales Executive in Rowah International & Construction Company**

### **Responsibilities:**

- Visit the listed clients on daily basis.
- Prepare daily reports
- Submit weekly reports to immediate manager.
- Focus on monthly sales target.

**June 2013 to October 2014**  
**Worked as a Quality Procurement Supervisor in Rabya Trading & Agriculture Co. Ltd Jeddah (Saudi Aramco Project).**

**Responsibilities**

- Coordinating with procurement department to find Saudi Aramco Approved vendors.
- Coordinating with PMT (Material Specialist) to get Approval for the IAP,s.
- Coordinating With 3<sup>rd</sup> party Inspector and Vendor to follow strictly SAMSS & other Applicable cods and Standard in all levels like (Level 1,Level 2, Level 3, Level 4)
- Preparation of Quality Control documents like IAP, s QCP based on Project specification. Preparation of WPS, Witnessing the Mechanical Testing of test coupons.
- Inward materials inspection, verification of material specification and grade, material traceability, Assessing mill defects and damages during transportation and reviewing of MTC.
- Ensure that all Inspection and Test Plans, Quality Control Procedures, Project Specifications, Codes and Standards are being followed during the project execution period.
- All responsible activities regarding Quality procurement.
- Checking and verifying PR,PO and preparing IAP,s IDR and FIDR
- Having good knowledge in communication, Civil, Mechanical and Electrical Materials
- Coordinating with QA Manager in preparation of Monthly Quality Management Reports.
- Coordinating with QA Manager in order to conduct SMRM once in six months
- Attending weekly meetings with client & subcontractor to follow outstanding quality procurement issues.
- Coordinating with disciplinary for material receiving inspection.
- Preparing MRIR MRR on the receiving of Materials.
- Follow up with 3<sup>rd</sup> party vendor inspector to get PIM reports and submission on time to Saudi Aramco as per schedule Q requirements.
- Attending PIM coordinating with vendor & 3<sup>rd</sup> party inspector to closeout outstanding issue which are raised during PIM.
- Coordinating with vendor, 3rd party & with Saudi Aramco (PMT, VID or SAIR) for PIM.
- Coordination between QA and QC team to follow up final close out of all outstanding NCR for procurement concern.
- Vendor's Evaluation and occasional audits for "one time approval for different vendors" as per schedule "Q" requirements of contract.
- Co-ordinate with Clients and Vendors for taking approvals and sign off the systems.

- Auditing manufacturer workshops during the time of placing PO's for every critical material.

**January 2011 to May 2013.**

**Worked as QA/QC Material Receiving Coordinator  
Sinopec International Petroleum Services**

**Responsibilities:**

- Getting information for materials final inspection from QC Supervisor in order to plan the allocation of materials as per the storage standards.
- To prepare the MRIR of materials in coordination with store keeper
- To check all relevant QC documents of materials
- To segregate the damaged or unacceptable materials in quarantine area until getting justification from Vendor/Manufacturer
- To inform the QC Procurement Supervisor and Procurement department regarding unaccepted or damaged materials.
- To inform disciplined QC inspector to raise the RFI once satisfied with internal inspection and MRIR.
- Auditing Storage area once in 3 months
- Maintaining MRIR log
- Instruct store keeper to follow the Material Storage Handling Procedure of approved Project Quality Plan & Manufacturer's recommendation.
- Making sure that all outstanding NCR issued during fabrication, final inspection and release or at site are CLOSED before sending the material to site for installation or erection.
- To maintain the Material Data Management system as per receiving data from Store keeper
- Proper supply of materials to job site as per Material Request Note
- Proper review of documents from Vendor/Manufacturer
- Regularly reporting QC Procurement Supervisor
- To give proper information to QC Procurement Supervisor for preparing WIFSR
- To provide all relevant data to QC Procurement Supervisor for preparation of FIDR once all the materials received at site as per placed Purchase Order.

**Education**

- Bachelor of Commerce
- **3 Years Diploma in Auto & Diesel.**
- Matriculation.

## **Other Qualification**

- **6 Months** special diploma in **Auto & Petrol**.
- 6 Month **English language** course from **British Language Center**.
- Lead Auditor Course for Quality Management System (QMS).
- One day Training course for NCR writing as per ISO 9001:2008
- Amadeus Training

## **Computer Proficiency**

- Microsoft Windows98-XP
- Microsoft Excel
- Microsoft Word

## **Personal**

Father's name	:	Zahid Ali Qureshi (Late)
Date of Birth	:	August 12 <sup>th</sup> , 1985.
Nationality	:	Pakistani.
Religion	:	Muslim
Passport No.	:	BF-4915312
Iqama #	:	2278013517 (Transferable)