

Nabeel Zahid Qureshi

Mobile 00966-54-2226124

E-mail: nabeelzahid@live.com

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 Sales Manager in Rowah International & Construction Company.

Responsibilities:

- Prepare monthly report for higher manager.
- Prepare sales target for sales team.
- Monitor the sales goals.
- Lead weekly meeting with sales team for reviewing a monthly sales target.
- Prepare yearly sales forecast.
- Visit the clients.
- Conduct monthly sales meeting to discuss the sales issues with sales team.
- Closely work with manufacturer for material.

December 2014 to June 2015.

Worked as a Senior 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 3rd 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 3rd party vendor inspector to get PIM reports and submission on time to Saudi Aramco as per schedule Q requirements.
- Attending PIM coordinating with vendor & 3rd 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.

April 2010 to December 2010.

Worked as a Sales Representative.

Pan Gulf

Responsibilities:

- Daily follow up with the clients.
- Review the daily sales target.
- Prepare monthly sales report.
- Daily Reporting to immediate Supervisor.
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April 2008 to July 2009.
Mandviwalla Motors (Pvt) Ltd.

Senior Sales Supervisor

Responsibilities:

- Manage the sales team target.
- Focus on sales target.
- Prepare monthly sales report.
- Provide good customer service.
- Develop and maintain relationship with clients.

February 2007 to March 2008.

AB Engineering (Pvt) Ltd.

Sales Executive

Responsibilities:

- Daily follow up with the clients.
- Review the daily sales target.
- Prepare monthly sales report.
- Daily Reporting to immediate Supervisor.

April 2004 to January 2007.

Overseas Courier Services-Pakistan.

Computer Operator

Responsibilities:

- Prepare daily manifest.
- Enter client receipts on daily basis.
- Check Delivery Status.

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**.
- Completed **Int'l English Language Testing System (IELTS)** from **AEO**.
- Lead Auditor Course for Quality Management System (QMS).
- One day Training course for NCR writing as per ISO 9001:2008

Computer Proficiency

- Microsoft Windows98-XP
- Microsoft Excel
- Microsoft Word

Extra Curricular Activities

- Music
- Net Surfing
- Reading Books

Personal

Father's name	:	Zahid Ali Qureshi (Late)
Date of Birth	:	August 12 th , 1985.
Nationality	:	Pakistani.
N.I.C. No.	:	42101-4506531-7
Religion	:	Muslim
Passport No.	:	BF-4915312
Iqama #	:	2278013517 (Transferable)
Driving License #	:	3757120