

## CURRICULUM VITAE

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- **Professional Information**

- Name Noman Siddiqui
- Date of Birth 27- 09-1986
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- Marital status Married
- Place of Birth Pakistan Karachi

- **Objectives:**

- To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- Seeking an entry-level position to begin my career in a high-level professional environment.
- To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum
- A highly organized and hard-working individual looking for a responsible position to gain practical experience.
- To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

- **Work Experience:**

- **Safetex Group Ajman UAE:**

- **Duties of As a Store Manager & Production Supervisor: 2020 to 2021**

- Inventory Control, Correspondence with International. Clint for Order and shipment. Handling, Program.
- Detail, Invoicing. Date Entry.
- To oversee that Process of Production and maintain the Production costs at a minimum. By doing so, they can reduce their company's Manufacturing Expenses.
- To allot duties to junior workers and motivate them so that they deliver good Performance. To ensure that the flow Of Production activities should be continuous. And devoid of any errors.
- To keep an eye on the available resources. Set Processing variables. And maintain the quality of Products being Produced By adhering to the set standard of Production. Department has to see a continuous inflow of raw material and essential resources which are to be converted into finished Products.
- To strive to provide a clean environment that is conducive for work.
- To evaluate the Performance of workers and report it to senior Production Manager.
- To correct any kind of deviation in Production output, which is brought to notice by the auditors.
- To resolve issues in case of conflicts between workers and ensure work continues in the unite. To do develop and maintain documentation for quality systems.
- To do administrative work along with Production monitoring.
- To maintain employee attendance sheets and prepare a database of the same.

- **Saifee Hospital :**

- **Duties of As a Data Entry Operator: Data Entry Karachi 2016 to 2020**

- Entering Customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

- **Meezan Bank:**

- **Duties of As a Remittance Assistant Data Entry Karachi 2015 to 2016**

- I was handling IIT/OTT messages Receiving Messages from Swift Room.
- Processing of Inward MT 103,202 Outward Vostro/Nostro Payments and Mt202 Bank To Bank Transfers
- Checking different reports like STP and Other.
- Reporting Vostro/Nostro & High Values to Treasury Dept.

- **Safetex Group of Company: -**
- **Duties of As a Storekeeper from Ajman: 2012 to 2014**
- Inventory Control, [
- Correspondence with International.
- Clint for Order and shipment.
- Handling, Program.
- Detail, Invoicing. Date Entry.
- **P.K live Stock & Meat Company (Pvt.) Ltd: - 2011 to 2012**
- **Duties of As a Assistant Export in Charge. Data Entry: Pakistan From Karachi**
- Correspondence with local and International Clients.
- Order of Shipment Handling.
- Export Ledger Maintenance.
- Logistics Bills,
- Inventory Program Details
- Tagging Invoicing, Data Entry
  
- **Customer Service : - 2008 to 2010**
- **Imam Clinic:**
- **Duties of As a Receptionist and Cashier. Data Entry:**
- **From Pakistan to Karachi**
- Customer Service, Information Desk.
- Call Transferring, Cash Handling,
- Visit all Departments.
- Maintain Admission Ledger, Maintain Dc Ledger.
  
- **Certificate Of Employment:**
- Assistant Export In-Charge from P.K livestock & Meat Company (Pvt) Ltd.
- As a Front Desk Receptionist and cashier From Imam Clinic (Pvt) Ltd.
- This is To Certificate That Has Participated in the training Session Cash handling.
- As a Storekeeper Certificate from Safetex group
  
- **Education: -**
- Bachelor of Commerce
- Intermediate of Commerce
- Matriculation of Science
  
- **Software Skills:**
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- Excel, Word, Access,
- Internet, Window.
  
- **Language Skills: -**
- English Moderate.
- Urdu Fluent.
- Hindi Fluent.
- Arabic Basic.
  
- I hereby declare that the above said information are true and correct to my knowledge and belief.
- **Note: References to be furnished upon request**