

## Contact

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## Top Skills

Operations Administration  
Advertising  
Year-End Accounting

## Languages

Punjabi (Native or Bilingual)  
Urdu (Full Professional)  
English (Limited Working)

# M Noman Gul

Operations Controller at Armour Security Group UK Ltd.  
Islamabad, Islāmābād, Pakistan

## Summary

I am 31 Years old with an MBA 3.5 Marketing Degree. I had my Inter and Bachelors in Commerce and Matriculation in Science.

Currently working as Operation Controller in Armour Security Group UK.

## Experience

Armour Security Group (Uk) Ltd  
Operations Controller  
February 2024 - Present (3 months)  
United Kingdom

- Manage security officers' time sheets for accuracy and completeness.
- Create and maintain work schedules based on client requirements and employee availability.
- Monitor attendance and punctuality of security officers, addressing any issues promptly.
- Communicate with security officers regarding their schedules and any changes or special instructions.
- Coordinate with clients to understand their security needs and scheduling preferences.
- Ensure security officers are properly booked onto client sites according to contractual agreements.
- Resolve scheduling conflicts or coverage issues effectively and professionally.
- Maintain accurate records of scheduling activities, attendance data, and client communications.
- Provide training and guidance to security officers on scheduling procedures and timekeeping practices.
- Identify opportunities for process improvement and implement enhancements as needed.

## Tikka House

### Chief Executive Officer

August 2023 - January 2024 (6 months)

Kallar Syedan Tehsil, Punjab, Pakistan

- Set goals and execute plans.
- Provide vision and motivate the team.
- Oversee budgeting, forecasting, and profitability.
- Streamline processes and manage supply chain.
- Innovate and improve food products.
- Develop strategies to increase market share.
- Ensure high standards and safety compliance.

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- Build strong relationships and address concerns.
- Identify and mitigate potential risks.
- Ensure adherence to laws and regulations.
- Recruit, train, and support employees.
- Participate in local initiatives and events.

## QCON Pvt Ltd

### Store Supervisor

January 2022 - July 2023 (1 year 7 months)

Islāmābād, Pakistan

- Record the store material receipt and consumption daily.
- Checking the stock as per records.
- Receiving materials, stocking, and recording receipts.
- Issue materials as per the indent for different works.
- General supervision on the site regarding wastage of material, improper use of material, etc.
- Recollecting any balance/ unused materials at the end of the working days.
- Prepare fortnightly/ monthly consumption reports jointly with the material engineers.
- Update the stocks periodically.
- Inform the concerned engineer of the status of the balance material to raise further indent.
- Follow up with material suppliers, with consent from the purchasing department, to ensure timely supply.
- Maintain records of departmental tools, machinery, etc. on site.
- Maintain records of electricity and water bills.

### Said Gul Traders

#### Chief Executive Officer

April 2020 - December 2021 (1 year 9 months)

Kallar Syedan Tehsil, Punjab, Pakistan

- Managing procurement and supplies.
- Sales promotion and advertisement.
- Supervising warehouse staff and daily activities.
- Stock management and logistics controls.
- Debts recovery and order taking.

### Heinen & Hopman

#### Store Incharge

May 2019 - December 2019 (8 months)

United Arab Emirates

- Tools and Material Records in manually controlled Documents.
- Keeping Calibration and MSDS documents.
- Proficient with data entry and inventory software and systems (ERP).
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.

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## Education

### Arid Agriculture University

Master of Business Administration - MBA, Marketing · (2015 - 2019)

### University of the Punjab

Bachelor of Commerce - BCom, Business/Commerce, General · (2013 - 2014)

### Federal Board of Intermediate and Secondary Education, Islamabad

Intermediate in Commerce - ICom, Business/Commerce,  
General · (2011 - 2012)

### Board of Intermediate and Secondary Education, Lahore

Matriculation, Computer Science · (2009 - 2010)