

# MUHAMMAD NOUMAN

Manama Kingdom of Bahrain

Mobil #: 00973-33967878

[nouman\\_27@hotmail.com](mailto:nouman_27@hotmail.com)



## OBJECTIVE

---

To obtain a good position within a reputed organization which could provide me Environment to nurture my Professional growth and enable me to augment my skills and utilize my abilities for the benefit of the organization

## PROFESSIONAL EXPERIENCE

---

### *Haji Hassan Group – Kingdom of Bahrain ISO-Coordinator (ISOC)*

*Aug 2018 to continue*

- Responsible for quality compliance and adhering to *ISO* standards in all their company products possess, strong verbal and written abilities to coordinate quality control activities
- Used Microsoft Office word/Excel to update documents for the quality system.
- Assigned responsibility for scheduling auditors and conducting Internal Audits.
- Ensure products meet quality management system.

### *Haji Hassan Group – Kingdom of Bahrain Store & Logistics*

*March 2020 to Aug-2020*

- Prepare Monthly Material consumption & requirement reports.
- Managing and issuing material as per requirement.
- Done physical inventory of material (Raw material/Semi-finished, finished) at the end of every month.
- Reported to Store Manager on a regular basis regarding the need/demand of items so that the future orders Could be placed accordingly.

### *Al Kindi Specialized Hospital - Kingdom of Bahrain (Joint Commission International Accredited JCIA) (patient Relations & Admin)*

*June 2016 to Date July-2018*

- Includes responsibilities for all front office functions including patient relations, appointment scheduling, telephone duties, patient registration, insurance
- Provide information to assist patients in obtaining hospital and clinic services and reception duties including cash receipts sales as well.
- Checking in patients at front desk by verifying demographics and insurance information then collecting copay and deductible
- Answering office phones, assisting front desk in scheduling appointments and directing calls appropriately
- Book patients in for appointments and enter patients' details onto computer systems
- Direct patients where to go within the department or health center As well as dealing with patients face-to-face, receptionists often
- Answer phones, sometimes directing calls to other staff through the switchboard or phone system

### *Dynamic Travel – DHA Karachi Pakistan Ticketing & Finance Officer*

*Dec 2014 to May-2016*

- Reservation & ticketing
- Arranging flights and accommodation
- Using a booking system to secure holidays
- Advising Clients for travel arrangement
- (Visa & passport costing)

### *MCB. PAKISTAN COLLECTION DEPARTMENT Auto Collection Officer*

*March -2012 to Sep-2014*

- The work experience covered the following tasks. In Collection Dept
- Responsible for entire Auto Loan Dept supervisor

- Tele Caller & Customer relation Auto Loan Dept as well.
- Managed the collection flows.

**CITIBANK N.A. PAKISTAN, KARACHI COLLECTION DEPARTMENT**  
**Personal Loan Collection Officer**

*Jun -2008 to May 2010*

- The work experience covered the following tasks. In Collection Dept
- Responsible for entire Personal Loan Dept supervisor for Karachi & Hyderabad
- Front End team leader Personal Loan Collections Dept
- Tele Caller & Customer relation Personal Loan Dept

**POLIANI TRAVEL PVT LTD**

*April 2007 to May 2008*

- The work experience covered the following tasks.
- All Ticket Booking By System.
- Reservation & Counter Assistance.
- Office expenses and budget evaluation
- Responsible for Complete supervision of Staff.

**Operations & Accounts Officer – Travel EX. (Agency of AERO ASIA)**

*Feb 2006 to Mar 2007*

- The work experience covered the following tasks.
- All Ticket Booking & Reservation By system.
- Assist the Manager & Executive Accounts/Finance & Admin
- Maintaining Admin / Human Resources records / Staff take into service.
- Reporting To Agency Head/Company.
- Supervision of Agency's Operation.
- Customer Services

## **EDUCATION**

---

- Bachelor of Commerce from University Of Sindh, 2008
- Intermediate of (Pre-Engg) from Al Falah College, 2004
- Matriculation of (Science) from Quaid Public School B.I.S.E, 2002
- One Year Diploma In Computer Science (Adamjee Computers Karachi)

## **INTERNSHIP**

---

- Muslim Commercial Bank Ltd.
- McDonald's Pakistan.

## **LANGUAGES**

---

- English & Urdu

## **COMPUTER LITERACY**

---

- Window NT, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Dos, MS-Outlook.
- Operating Systems (Windows 3.1, 95, 98, 2000, XP & Dos 6.22).
- Internet, Email, Net-Meeting.
- Web Page Designing (In page, Adobe Photo Shop, Adobe page maker, Corel Draw).

## **SPORTS & INTERESTS**

---

- Represented Intermediate Collegiate Football Tournament, as Full Back.
- Internet, Chatting & Browsing
- Bad Minton, Snooker, Reading News Papers.
- Cricket, Traveling.

## **PERSONAL INFORMATION**

---

Father Name : Muhammad Aslam Qureshi

Date of Birth : April 27, 1986  
NIC : 41304-0373766-7  
Pakistani : Pakistani  
Marital Status : Single  
Residence Add : House No.18/8 Block-3F Nazimabad Karachi Sindh- Pakistan.  
Mobile # (PK) : +92-300-3031934  
E-mail : [nouman\\_27@hotmail.com](mailto:nouman_27@hotmail.com)

## REFERENCE

Will be furnished upon request

**I Have DRIVING LICENCE & Car.....!!!!**