

ZARAQ WAHID ZAMAN



CONTACT

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✉:

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📍: Saudi Arabia, KSA

PERSONAL DETAILS

Date of Birth : 16.04.1999

Nationality : Pakistani

Gender : Male

Marital Status : Married

Visa Status : Employment

Passport No : EP5200752

SKILLS

Communication

Leadership

Time management

Active listening

Interpersonal communication

Problem solving

Teamwork

Creativity

LANGUAGES

English

Arabic

Basic Chinese

Hindi

Urdu

Pashto

REFEREES

Upon request

PROFESSIONAL SUMMARY

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

WORK EXPERIENCE

CLERK

1 Year 5 Months

Fujitec Elevator Company, Saudi Arabia, KSA

Duties and Responsibilities

- Check incoming paperwork (correspondence, invoices etc.) and make copies before distributing
- Sort all papers alphabetically and according to content, dates, significance etc.
- Create or update records with new files and information
- Store all paperwork in designated places securing the important documents
- Enter paperwork into an electronic system either by data entry or by using optical scanners
- Deal with all requests to access files and keep logs of borrowed papers
- Develop an efficient filing system to make updating and retrieving files easier
- Follow policies and confidentiality dictations to safeguard data and information
- Monitor inventory of files, paper clips etc. and report shortages

MARKETING SUPERVISOR AND MANAGEMENT

5 Years

Dubai Ionshi trading Company with group of infinity, Dubai, UAE

Duties and Responsibilities

- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Liaise with external vendors to execute promotional events and campaigns
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts
- Plan and execute initiatives to reach the target audience through appropriate channels
- Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies
- Undertake individual tasks of a marketing plan as assigned

PROFESSIONAL SKILLS

- Demonstrable experience in marketing data analytics and tools
- Dependable with a respect to confidentiality and policies
- Well-organized and detail oriented
- Excellent organizational skills
- Great attention to detail
- High school degree or equivalent
- Exceptional communication and writing skills
- Commercial awareness partnered with a creative mind

EDUCATION

- High School Studied at Pakistan

DECLARATION

I hereby certify that the above information's is true to the best my knowledge and belief.