**Nouman**

[**Nouman.234729@2freemail.com**](mailto:Nouman.234729@2freemail.com)

Process associate

First American (India)

Location: Dubai, United Arab Emirates

Education: Bachelor's degree, B.Sc (MPCs)

Experience: 1 year, 11 Months

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**Contact:**

Country: Dubai, United Arab Emirates

**Career Objective:**

To work hard for the organization I am into and learn new things from my Superiors which helps me grow and handling day to day pressure of duty by applying the best of me and achieving the goals and targets of the company by appointing the experience of my past and the knowledge I gained from the past and will help the people who are under me with the best I have. Instead of being just an employee I want to always focus on the things which bringthe growth for my Organization which simultaneously help me grow and brings me a respectful position which I always dreamed of.

**Experience (1 Year, 11 Months):**

1. **Process Associate at First American (India)**

Sep 2016- Sep 2017

Location: India

Job Role: Process Associate

* Working on Review Title Company.
* Working on Formatting Rules Project.
* Monitor all data entry operations and ensure compliance to timeframe.
* Monitor all transactions and ensure compliance to quality regulations and maintain effective relationships with clients.
* To maintain good quality and high production numbers.
* Ensure and maintain effective professional relationships with staff.
* To meet Service Level Agreement and productivity targets.
* Responsible for maintaining daily production logs.
* Adaptable to learn new processes, concepts and skills.
* Responsible for keeping commitments in a timely manner and resolving issues promptly.
* Monitor data entry operations and ensure compliance to provided timelines.
* Assemble, disassemble, operate and maintain production equipment and tools.
* Report any questionable activity to the process specialist immediately.
* Maintain work areas to meet the cleanliness and sanitation standards of the company.
* Perform regular and preventative maintenance on equipment.
* Make sure that produced items are properly stored.
* Create reports for each completed production process and punch in information into the company database.

1. **Sales Executive at Faizul’s Communication:**

March 2015- February 2016

Location: India

Job Role: Sales Executive

* Listen to customer requirements and present appropriate mobile to make a sale
* Maintain and develop relationships with existing customers in person and via telephone calls and emails
* Replenishment of the store on daily basis
* Respond to incoming email and phone enquiries
* Act as a contact between a company and its existing and potential markets
* Negotiate the terms of an agreement and close sales
* Gather market and customer information
* Challenge any objections with a view to getting the customer to buy
* Advise on forthcoming product developments and discuss special promotions
* Check the quantities of goods on display and in stock
* Make accurate, rapid cost calculations and providing customers with quotations.

**Education:**

**Bachelor's Degree: B.Sc. (MPCs)**

From St. Joseph's Degree & PG college

Location: Hyderabad, India

Completion Date: April 2016

Grade: 71 out of 100

**Intermediate: MPC**

From Sri Chandra Junior College

Location: Hyderabad, India   
Completion Date: April 2013   
Grade: 68 out of 100

**Schooling: SSC**

From Dwaraka High School

Location: Hyderabad, India   
 Completion Date: April 2011   
 Grade: 65 out of 100

**Technical skills:**

Windows XP, 7, 8, 10

Customer Support (Voice & Non-Voice)

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Microsoft Outlook

SQL

JAVA

Networking and Hardware

Operating System

PCB designing

**Certifications:**

PCB designing

Training Institute: St. Joseph's Degree & PG College.

JAVA

Training Institute: Solo learn.

SQL

Training Institute: Solo learn.

**Major Proje ct:**

Online student portal.

**LINGUISTIC ABILITY:**

Able to read & speak fluently: English, Urdu and Hindi.

**Personal Information:**

Birth Date: 31st December 1995(21 years)

Gender: Male

Residence Country: Dubai, United Arab Emirates

Nationality:India

Visa Status: Visit (03rd of Feb 2017)  
Marital Status: Single