



# SAAD NIAMATULLAH

## OFFICE COORDINATOR

### CONTACT INFO

- 7128 0142
- saadafridi921@gmail.com
- QID: 30358605932
- QID Exp: 31/05/2025
- Visa: Transferable & NOC available.
- Passport: DQ5493011
- Passport Exp: 15 feb, 2033
- Birth: 08 jan, 2003
- Nationality: Pakistan

### EDUCATION

GOVT. DEGREE COLLEGE  
PERSHAWAR PAKISTRAN

SECONDARY SCHOOL

FORWARD MODEL SCHOOL

- Intermediate

### SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Equipment Maintenance

### LANGUAGES

- English (Fluent)
- Urdu(Fluent)
- Urdu(Fluent)

### PROFILE

An experienced worker skilled in Technical Support, Maintenance, and Fabrication. Good at fixing things, keeping machinery running smoothly, and making stuff. Work Safely and get along with the team. Ready to use my skills in a new job where I can help the team to grow and perform well.

### WORK EXPERIENCE

#### Salik Rent A Car

coordinator

27 may 2024 - Present

- Dealing with customers, making inspection reports of vehicles, providing agreements, handling payments & working on company reputation and wellness.

#### Lusail Official Merchandiser MotoGP

09/2023

#### Lusail Official Merchandiser Formula 1

- Planning and developing merchandising strategies. Analyzing sales figures, customer reactions, and market trends to anticipate product needs. Collaborating with buyers, suppliers, distributors, and analysts to negotiate prices, quantities & time-scales.

#### Assistant Technical Manager

June 2019 - Dec 2021

#### Marketing Manager & Specialist

- Helps to coach, counsel, and discipline employees. aids in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards. Identifies strategic goals by gathering pertinent business, financial, service, and operations information.

QNB (Deputed by Ideal Solutions Company) Doha, Qatar.

#### Technical Support Officer

MARCH 2024 TO MAY 2024

- The task with troubleshooting and software issues, loading, and configurational installation applications of POS machines. Providing technical support to merchants timely.