

Salman Ahmad salmanahmad1017@gmail.com

Umm Ghuwalina, Doha, Qatar

Mob.: +974 7025-6988 - VODF

### PERSONAL INFO.

Sex : Male

Birthday : Aug. 13, 1980
Nationality : Pakistan
Passport # : QQ1155593
Marital Status : Marriage
Religion : Islam

- Working visa with NOC Transferable
- with attached light driving license will be expired on. 10-07-28

### **OBJECTIVE**

To be able to find a job commensurate with my work experience, course specification and my interests; to perform my work, to do my best, to level up my skills, to learn more and to serve the company to the highest extent of my ability.

### **EDUCATION**

### DIPLOMA IN ASSOCIATE ENGINEERING

PESHAWAR UNIVERSITY

Old Jamrud Road, Qadir Abad, Peshawar, Khyber Pakhtunkhwa, Pakistan S.Y. 2003

### **SECONDARY**

PESHAWAR BOARD

University Rd, Canal Town Peshawar, Khyber Pakhtunkhwa 25000, Pakistan S.Y. 1996

### **EXPERIENCE**

(August. 2023 - Up to present)

### **PART TIME: DRIVER**

Mr. Valet

#### Work within Project as:

- Greeting Customers: Welcoming patrons courteously and assisting them with their vehicles.
- Parking Vehicles: Safely driving and parking cars in designated areas.
- Maintaining Safety: Ensuring the safety and security of parked vehicles and the parking area.
- Managing Keys: Responsibly handling keys and keeping them organized.
- Providing Customer Service: Assisting guests with inquiries, offering information about the venue, and providing excellent service.
- Handling Payments: Collecting parking fees, issuing receipts, and handling cash or credit card transactions.
- Monitoring Traffic: Directing traffic flow in and out of the parking area during peak times or events.

### **PART TIME - SECURITY UNIT**

OATAR, FIFA WORLD CUP 2022

SEP. 2022 - FEB. 2023

### **OFFICE ASSISTANT**

# **Alqayed International Tents**

New Industrial Area

NOV. 2021- AUG. 2022

# Time Keeping Clerk TIME KEEPING (CLERK)

## **Arabtec Construction LLC**

Street No. 4, Al Quoz Near Interchange 4, Shk. Zayed Rd - Dubai -United Arab Emirates

MAY. 2013 - JUN. 2018

### Work within Project and system/s as:

- Managing calendars, scheduling appointments, and coordinating meetings.
- Organizing and maintaining physical and digital files, ensuring easy retrieval of information.
- Answering phone calls, taking messages, and directing inquiries to the appropriate person.
- Assisting with administrative tasks such as data entry, document preparation, and record-keeping.
- Coordinating office supplies and equipment, ensuring availability and functionality.
- Handling incoming and outgoing mail, including sorting, distributing, and preparing shipments.
- Providing general clerical support to the team, including photocopying, scanning, and faxing documents.
- Maintaining a clean and organized office environment.
- Assisting with travel arrangements and expense reporting, if required.
- Collaborating with colleagues and supporting them in their daily tasks

### Work within Project and system/s as:

- Collecting and reviewing timesheets or timecards from employees.
- Recording and verifying attendance, including absences, overtime, and vacation time.
- Calculating and documenting hours worked, including any adjustments or corrections.
- Resolving discrepancies or issues related to timekeeping and attendance records.
- Generating reports and summaries of employee hours for payroll processing.
- Communicating with employees and supervisors regarding timekeeping policies and procedures.
- Maintaining confidentiality and security of employee timekeeping information.
- Assisting with payroll-related tasks, such as data entry or preparing payroll reports.

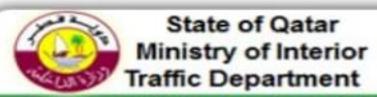
### **CHARACTER REFERENCE**

- ➤ Knowledge of using AutoCAD software.
- > Operating Systems: Windows-2000/Xp/Vista/7/8/10/11
- ➤ Proficiency in surfing the internet, e-mail, web browsing and downloading.
- Proficiency to work in database as data entry & manipulates & manages data.
- ➤ Proficiency to use Microsoft Offices like (Excel, Word, Power Point, Outlook Etc.).
- Proficiency in installation of software and handling hardware

### **INTERPERSONAL SKILLS**

- Fluency in English & Urdu.
- > Teamwork spirit & motivation.
- ➤ Ability to communicate at all levels.
- > Self-starter, who can work independently, handles multiple priorities and Deadlines.
- Quick learner who can rapidly master all aspects of job with limited training.
- Abilities to make others understand their own viewpoint.
- Ability to handle multiple tasks and hardworking.
- > Energy enthusiasm and motivation to work hard.
- ➤ Having a light Vehicle License & working with Sinopec International Petroleum (Pak) in 2019 as a Rig Driver.

## **UPON REQUEST**



وزارة الداخلي إدارة المسرور



## DRIVING LICENSE

28058606511

الاسم سلمان احمد



NAME SALMAN AHMAD

NAT. PAKISTAN

1980-08-13

DATE OF BIRTH

BLOOD GR.

2023-07-11

**FIRSTISSUE** VALIDITY

2028-07-10

This license must be produced on demand to any

جب إيراز هذه الرخصة لمن يطلبها

\* 28058606511

Authoria	zed	Vehicle	es	ركبات المصرح بقيادتها	المر	للاحظات Notes
EXCAVATOR	حقار		1	MOTOR CYCLE دراجة ثارية		نظارة طبية Glasses
CRANE	كرين	<b>4</b>	] [	CAR ميارة خفيفة	⊿	Lenses United To Service To Servi
LOADER	شيول	-00 [	∃{	Bus خافلہ 🗀	1	Automatic
FORKLIFT موکیة	افعة ش	, <b></b> [		MED. TRUCK شاهنة متوسطة	4	Handicaps
OTHER	اخرى		10	TRAILER فاطرة ومقطورة	4	فتبرع بالاعضاء Organ Donation