



Salman Ahmad

salmanahmad1017@gmail.com

Umm Ghualina, 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

QATAR, FIFA WORLD CUP 2022

SEP. 2022 – FEB. 2023

OFFICE ASSISTANT

Alqayed International Tents

New Industrial Area

NOV. 2021– AUG. 2022

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

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:

- 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.

KNOWLEDGE & SKILLS

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



State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سوق

28058606511

الرقم الشخصي

الاسم سلمان احمد



NAME SALMAN AHMAD

NAT. PAKISTAN

الجنسية باكستان

DATE OF BIRTH 1980-08-13

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2023-07-11

ت. اول إصدار

VALIDITY 2028-07-10

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

Authorized Vehicles


المركبات المصرح بقيادتها

ملاحظات

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses <input type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عدسات Lenses <input type="checkbox"/>
LOADER شيل 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	أوتوماتيك Automatic <input checked="" type="checkbox"/>
FORKLIFT رافعة شوكية 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps <input type="checkbox"/>
OTHER أخرى <input type="checkbox"/>	<input type="checkbox"/>	TRAILER قاطرة ومقطورة 	<input type="checkbox"/>	إعاقات سمعية hearing Visability <input type="checkbox"/>
				التبرع بالأعضاء Organ Donation <input type="checkbox"/>

Licensing Authority

سلطة الترخيص





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