



# HAKIM ULLAH

## About Me

I am confident and enthusiastic person with the ability to learn and adopt quickly new challenges and to handle difficult situation under pressure. I have an organized approach with good communication skills, which enables me to work effectively either on my own or as a part of the team.

## Personal Information



27-Aug-1998



+974-77346592



hakimk624@gmail.com



Old Airport, Doha

## Language

- Pashto
- Hindi
- English
- Arabic

## Expertise

- Management Skills
- Creativity
- Data Entry
- Microsoft Office
- Critical Thinking
- Leadership
- Documents Control

## Experience

### Office Assistant

**Captain Security Solutions, Pakistan**  
May-2017 / Dec-2018

Responsibilities were to manage clerical duties, Data processing, Dispatch and receipt of documents and attend all day to day assignment extended to him by the CEO / Undersigned.

Works in the following services.

1. Data Entry
2. MS Office
3. Printing
4. Internet, Emails
5. Windows Installation

### Professional Driver

**Maroof Limousine, Doha**  
March-2022 / Present

Pick-up and Drop off of clients and key personnel.  
Handling application and tracking of gate passes.

## Education

### Frontier Model College

Pre-Engineering  
2015 - 2017

### University of Science & Technology

Bachelor of Computer Science  
2017 - 2020

### KPTTB, Pakistan

Diploma Information Technology  
2016 - 2017

## Driving License

LTV License, Qatar

## Skills

Computer  
Microsoft Office  
Typing 35+ WPM  
Driving