

## Personal Information

- **Name:** Junaid Hafiz Hussain Ahmad
  - **Date of Birth:** 06/04/1985
  - **Place of Birth:** Saudi Arabia
  - **Passport Number:** A13278867
  - **Nationality:** Bangladeshi
  - **Marital Status:** SINGEL
  - **Religion:** Muslim
  - **Phone Number:** 33110908
  - **Address:** Doha, Qatar
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## Objective

Hardworking and experienced professional with expertise in customer service, cleaning, and administrative support. Adept at working under pressure, collaborating in a team, and ensuring efficient daily operations. Seeking a role to utilize my skills and contribute to organizational success.

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## Educational Qualifications

- High school graduate in Saudi Arabia
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## Languages

- **Arabic:** Native
  - **English:** Very good
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## Work Experience

1. Worked as a PRO at "**Online manpower**" for three years 2009-2011
2. Worked as a PRO at "**ALMAAZEEM CLEANING AND HOSPITALITY**" for three years (2012-2014)
3. Worked as a PRO at "**Dr. Ahlam Salman Al-Rabie Medical Center**" for two years (2015-2017)
4. Worked as a PRO at the "**Ministry of Public Health**" for two years. (2018-2019)

5. Worked as a PRO at the "**AL REEM LEBANESE BAKERY**" for two years.  
(2021-2023)
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## **Practical Skills**

- Holds a valid Qatari driving license.
  - Familiar with Doha and its surrounding areas.
  - Skilled at working within a team.
  - Ability to organize and prioritize tasks efficiently.
  - Performs well under pressure with a sense of responsibility and ambition.
  - Flexible and adaptable to meet job requirements.
  - Coordinated and managed official documentation for company operations, including visa processing, governmental permits, and legal paperwork
  - Fostered relationships with government agencies and clients to streamline processes.
  - Ensured compliance with local regulations, maintaining up-to-date knowledge of relevant laws and procedures.
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## **References**

Available upon request.