

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
-

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.

Educational Qualifications

- High school graduate in Saudi Arabia
-

Languages

- **Arabic:** Native
 - **English:** Very good
-

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)
-

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.
-

References

Available upon request.