

AHMED HUSSAIN



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WORK EXPERIENCE

- **Al Jawad Trading & Contracting**
(Sales Manager & Document Controller) June2012 – June2015
- **Jahweel Group**
(General Supervisor & Safety Coordinator) March2018- Sept2020
- **Fox Limousine**
(Station Supervisor at HIA in World Cup FIFA) June2022-June2023
- **Green Touch**
(Sales Supervisor Indoor & Outdoor) July2023-Till Present

DUTIES

- Maintaining a tracking facility to enable documents to be update easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Provide advice on procedure of issue and methods in accessing the system.
- Ensuring all documents are us up to date possible within electronic filing system.

ACADEMIC QUALIFICATION

Institution Name : Pak Shama School & College Doha-Qatar
Graduation Date : 2010 - 2012

Institution Name : Modren Institute Of Informatics & Management
Pakistan-Rawalpindi
Graduation Date : 2016

Institution Name : Smart Focus Consultancy Location Pakistan-Islamabad
Graduation Date : Jan 2017

Institution Name : Institution Of Occupational Safety and Health
Pakistan-Peshawar
Graduation Date : March 2017

PROFILE

Document controller and Supervisor with a proven ability to establishes and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedure. Possessing extensive knowledge of electronic data management system, supplier document controls, electronic filing system, etc.

Easy going by nature and able to get along with both work colleague and senior managers, currently looking for a suitable Job.

PERSONAL DETAILS

Date of Birth : November 1, 1991
Place of Birth : Doha-Qatar
Nationality : Pakistani
Religion : Muslim
Marital Status : Married
Driving License : Qatar Driving License

LANGUAGE

- English
- Arabic
- Urdu
- Persian
- Pashto