

Zeeshan Ali Ghulam Deen

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Academic Qualification

2020 – 2022	Intermediate (Humanities)	Al Quran Beacon School & College
2018 – 2020	Hafiz Al Quran	Wafaq UI Madaris Pakistan
2015 – 2017	Matric (Science)	Government High School Attershisha

Work Experience

IQRA PUBLIC SCHOOL ATTERSISHA **Document Controller** **Jan 2021 – Dec 2023**

- Maintained and organized both physical and electronic document archives.
- Managed records, ensuring compliance with school policies and regulatory requirements.
- Accurately entered and updated student and staff information in the school database.
- Conducted regular audits to ensure all documents were up-to-date and accurately filed.
- Provided administrative support to school staff and departments as needed.
- Ensured all documentation complied with school policies and educational regulations.
- Managing cash and all banking affairs.
- Issuance of school inventory to staff as needed and record keeping.

Skills

- MS Office
- Communication skills
- Office Management
- Document controlling
- Typing Skills
- Driving Skills
- Time management
- Team Work
- Adaptability

DRIVING LICENSE DETAILS: -

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Languages

- **English** Intermediate
- **Arabic** Basic
- **Urdu** Native
- **Hindi** Intermediate