



# HAMZA NASEER AHMED

## Contact

### Phone

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### Email

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### Address

Al Mansoura, Doha, Qatar

## Education

### Matriculation – Computer Science

Government High school, Pakistan  
2011 – 2013

### DAE – Civil Technology

Sialkot College of technology  
2013 – 2016

## skills

- POS & MS Excel / Word
- ERP Software
- Problem-Solving
- Time Management
- Cash Handling
- Team Leader
- File Preparation

## Language

- English
- Hindi/Urdu

## ABOUT ME

Reliable and organized professional with solid experience in administrative support, stock handling, and customer service within retail and warehouse settings. Familiar with inventory management, billing, product display, and assisting customers with building material selection and capable of lifting, labeling, and organizing stock efficiently.

Strong communication skills. Quick to learn product details in English, Urdu, and Punjabi.

Currently in Doha with a valid Work Visa and NOC available. Ready to contribute to a busy building material shop with dedication and a positive attitude.

## Professional Experience

2025

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NOW

### Administrative Supervisor

New Royal Lahore Restaurant | Doha Qatar

- Supervised restaurant staff scheduling, attendance and shift planning to ensure optimal team performance.
- Managed Procurement and stock level for kitchen and dining supplies.
- Provide administrative and operational support to owner and reporting.

2021

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2024

### Office Assistant

Al Wahda Industry | Sialkot, Pakistan

- Maintained production records, inventory logs, and purchase order with accuracy and attention to detail using MS Excel.
- Supported daily administrative tasks including filing, Data Entry and handling communication with vendors

2020

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2020

### Field Support in TSS Department

Halliburton worldwide limited | Abu Dhabi, UAE

- Conducted Pre-Job inspection, testing and preparation of downhole tools and equipment to ensure operational readiness for rig site deployment.
- Assisted in field operations during high-pressure testing.
- Coordinated with engineers and rig personnel to support smooth execution of field services, Maintenance and equipment troubleshooting.

2017

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2019

### Data entry operator

Afzal Group of Electronics | Sialkot, Pakistan

- Accurately entered, updated and maintained large volumes of data in spreadsheets and internal database with high attention to details.
- Ensured data integrity by reviewing and verifying information for completeness and correctness.
- Maintained confidentiality and followed data protection policies while supporting administrative tasks and Documentation.