

Umair Ashfaq

Computer Science

Mob# +974 33033283

Email: umairashfaq894@gmail.com

License: Valid Driving License

Address: Doha, Qatar



OBJECTIVE

To acquire a challenging position in a growing organization. I believe in career building through hard work and take it as a key to success.

EDUCATIONAL QUALIFICATION

- **Bachelor of Computer Science (2012-2016)**
Federal Urdu University of Arts Science and Technology. Karachi, Pakistan

PROFESSIONAL EXPERIENCE

Digitization Supervisor:

Evovx Consultancy and Business (Doha, Qatar)

(Feb 2025 – Present)

Key Responsibilities:

- Lead team role for all digitization department and development different activities to scanning the documents smoothly.
- Experience on ECM software like, Dokmee Capture, Docware

Digitization Supervisor:

AL Bidda Warehousing (Doha, Qatar)

(Aug 2022 – Dec 2024)

Key Responsibilities:

- Lead role in all archiving documentation and digitization process activities throughout the end of project, collaboration with team to check the daily basis productivity with high quality scanned documents resolution.
- Lead team role for all digitization department and development different activities to scanning the documents smoothly.
- Check customer complaints analysis regarding scanned and index documentation and evaluation of the rejected documents.
- Maintain and complete, updated, and orderly filing systems always to ensure that files are easily available whenever required.
- Manage day to day activities making reports, via email communication etc.
- On daily basis to check index data and import pdf /\es in data base ERP system.
- Read and understand documents accurately classify and scan documents into specific folders system pertaining to employees for quick and easy retrieval.
- Manage data excel sheets according to department.

Digitization Consultant: (Data Entry Operator)

Proztec (Doha, Qatar)

(2 Years)

Key responsibilities:

- Working as digitizing consultant for the project of government company Molomatia.
- Maintain an updated and comprehensive database and ensure manual files are systematically organized and maintained to have accurate, complete, and easily accessible to Management in this role to ensure that employee files are promptly scanned/archived in E-Doc system.
- Handling with resources and team management to give 100% solution.
- Arrange and maintain the assigned file from barcode number given by the management. Daily Quality Check of Scan paper of other staff.
- Responsible for supervision of Filing the Section scanning, Paper based Staff Files.
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Document Controller:

(1 year)

Automech Mechanical Engg (Doha, Qatar)

Key responsibilities:

To update customer accounts records and ensure that company policy is followed and ensure company satisfaction with their transaction queries and advise them of the urgency on their collection matter.

- Handles collecting of payment over the phone of the past due via check over the phone or debit card using a secure banking tool.
I specifically handle retail credit cards almost a hundred calls a day to assist customers in their financial question and to ensure that their account is in good standing to avoid delinquency on their bank account.
- Responsible for maintaining hard copy information. Issuing and distributing controlled copies of information.
- Daily making invoices and LPOs.

PROJECTS As Supervisor

- Ministry of Justice (MOJ)
- Ariane Real Estate
- Qatar First Bank (QFB)
- MILAHA (Qatar Navigation)
- Qatar Financial Central Authority (QFCA)
- Wassef

CERTIFICATION

- Company experience letters

TECHNICAL SKILLS

- Administrative leadership
- Documentation Management
- MS Office tools, Outlook
- IT skills

