



## Curriculum Vitae

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### **Career Objective:**

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields, and realize my potential and contribute to the development of organization with an impressive performance.

I am seeking a responsible position with an organization which can provide an opportunity to convert my ability into better performance and enhance my skills pertaining to the tasks assigned to me in order to serve the company in better capacity.

### **Work Experience:**

#### ***Various Positions in ADNOC Refining from March 2010 - Till date***

- ✓ Holding more than “7 years” of experience in data management & document control field with excellent communication and organizational skills in **ADNOC Refining (TAKREER)**, I have good understanding of the aspects of document control (create, maintain, update, upload documents in the system and in the ERP software). I am familiar with the procedures involved in keeping & maintaining records and logs of several document types: personal data records incoming/outgoing projects, invoices, bank guarantees, and other company related official documents.

#### ***Document Controller in ADNOC Refining (Takreer)***

- ✓ Document controller in Finance Division from May 2014 till date.
- ✓ Scanning and uploading all documents in company software (EDMS & SAP) system and routing to concerned personnel.
- ✓ Good knowledge of document control process and procedures.
- ✓ Able to type & communicate in English.
- ✓ Able to assist other employees in day to day tasks pertaining to document tracking and placement.
- ✓ Filing and arranging documents in reference number order for easy tracking.
- ✓ Responsible for distributing official and personal incoming /outgoing documents to the concerned Divisions/ Departments, receiving acknowledgement of all hand delivered official documents.
- ✓ Maintaining records in the system of all hand delivered documents.
- ✓ Assisting office administrators in doing typing and other secretarial work as and when required.

#### ***Data Entry Operator in Human Resource & Administration Division. (Takreer)***

- ✓ Data Entry Operator - HR&AD - 01-March 2013 to May 2014.
- ✓ Entering & Updating Employee data in to the system.
- ✓ Receiving, sorting and checking CVs for duplication of applications for new recruitment; and filing them for future references.
- ✓ Making daily report with regards to the status of CVs (accepted, rejected or hold).
- ✓ Preparing list for employee interviews.
- ✓ Maintaining company records in the system.
- ✓ Preparing manual files for selected employees.
- ✓ Other miscellaneous filing work in Human Resource & Administration Division.

### ***Mail Clerk in Engineering & Technical Support Division (Takreer)***

- ✓ Joined as Mail Clerk in Takreer March 2010 to February 2013.
- ✓ Maintaining registers and filing official records for future reference.
- ✓ Assisting with secretarial work: stamping and distributing document to concerned employees and managers, when required.

### ***Technician in Etisalat***

- ✓ Technician in Etisalat Abu Dhabi from June 2009 to February 2010.
- ✓ Main Tasks: Wiring and Installation of telecom devices.

### ***Computer Operator & Receptionist in Gourmet***

- ✓ Computer Operator & Receptionist in Gourmet Dairy, Main Branch from June 2004 to 2008.
- ✓ Maintaining Attendance registers, flat keys, motorcycle & car keys, Petty Cash - petrol expenses for management and senior staff members.

### ***Computer Operator & Telephone Operator in Good Luck Bakers & Sweets***

- ✓ Computer Operator & Telephone Operator from March 2004 to May 2004.
- ✓ Preparing Customer Bills & Invoices.
- ✓ Taking Orders & Arranging deliveries.

### ***Sales & Customer Service Executive in J-Tech Computers***

- ✓ Sales /Customer Service Executive from February 2002 to March 2004.
- ✓ Recording incoming/outgoing documents in Excel.
- ✓ Preparing CVs.
- ✓ Windows Installation, troubleshooting & system formatting.
- ✓ Petty Cash Management.

### **Computer Skills:**

- ✓ System technician.
- ✓ Computer Networking, troubleshooting, creating partitions, Installation windows, software & application.
- ✓ Proficient in MS Office applications, Emails & Web browsing.
- ✓ Typing: English

### **Academic Qualifications:**

- ✓ I. Com - (Intermediate of Commerce) - Allama Iqbal Open University - Islamabad
- ✓ (in progress)
- ✓ Matriculate (Science) 2001 - Govt. High School Chowk Azam Layyah, Pakistan.
- ✓ Diploma in Office Management - (6) Month
- ✓ IOSH Managing Safely
- ✓ Risk Assessment
- ✓ AD OHSMS Internal Auditor V.3
- ✓ NEBOSH (TUV Training Certificate)
- ✓ NEBOSH Certificate IGC1, GC2, GC3) (in Progress)

Personal Details:

Father's Name	Muhammad Jaffar
Date of birth	05-July-1983
Nationality	Pakistani
Religion	Islam
Gender	Male
Marital status	Married
Languages known	English, Urdu, Hindi & Punjabi
Passport issue place	Pakistan (Layyah)