

CURRICULUM VITAE

JALAL AHMAD



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Personal Data

Date of Birth : 19-09-1995

Sex : Male

Nationality : Pakistan

Marital Status : Married

**Languages Known: English,
Urdu, & Pashtu.**

Passport Details

- Passport No - CL1171883
- Issue Date - 12-09-2023
- Expiry Date - 10-09-2028
- Visa Status - Visit Visa

Applied for The post of any Suitable Work job.

Objective

Seeking for any Suitable job with an organization of good work culture & reputation, which demands the best of my capabilities and which can really guide me in broadening and enhancing my current skills to the best possible level, thereby contributing myself to the growth of organization.

Educational Qualification

- 12th Passed
- D.A.E.(Civil)
- DIT
- AutoCAD

Work Experience

- 2 years worked as Side Engineer at M/S Laiq Khan Afridi & Co. in Peshawar Pakistan.
- 1 years worked as Side Engineer at M/S Haji Alamzeb & Co. in Peshawar Pakistan.
- 2 years worked as Shop Keeper at Own Shop. in Peshawar Pakistan.
- 6 Month's worked as Data Entry Operator at Bold Alliance General Trading LLC- in Dubai, UAE.
- 4 Year's worked as Data Entry Operator at Arabian International Company - in RAK, UAE.

Duties and Responsibilities

- Maintain and manage electronic and hard copy documents.
- Responsible for all document control activities for the company.
- Perform other related duties as required.
- Updates the system as per the receipt of raw materials from different suppliers.
- Ensure that the inventory system for steel are always updated as per the actual availability by doing physical counting.
- Receives the raw material request from material department.
- Updates the system as per the issuance of raw materials to the workshop.
- An Arrangement of manpower for the construction activities.
- Prepare of program of works according to the time available for the completion of the project.
- Inspection of the site work as per drawings.
- Allocate general and daily responsibilities. Supervise and train workers and tradespeople.
- Resolve problems when they arise.
- Supervise the use of machinery and equipment Report on progress to managers, engineers etc.

Declaration

I hereby declare that the above furnished details are true and fair to the best of my knowledge and belief.

