

# JAHANZAIB IBRAHIM

Position: **Admin Assistant / Document Controller**

Experience: **03+ Years**

Educational Qualifications: **ICOM**

Mobile: **+966-053-6205806**

Current Location: **Saudi Arabia ,Neom.**

Email: [Jahanzaibmughal880@gmail.com](mailto:Jahanzaibmughal880@gmail.com)

Official Email: [ijahanzaib@tamimi.com](mailto:ijahanzaib@tamimi.com)

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**CAREER OBJECTIVE:** Aim to obtain a position that utilizes my skills in document management, collaboration, and problem-solving to deliver high-quality results and support business growth.

## WORK EXPERIENCE:

### **Admin Assistant & Document Controller:**

**June 2024 to till now.**

#### **Tamimi PEB (EL-SEIF PROJECT)**

- Time Sheets: Manage and update employee work hours.
- Worker Registration (NEOM): Ensure all workers are registered and compliant.
- Master Tracker Updates: Maintain accurate and up-to-date Site related records.
- Daily Attendance Record and monitor worker attendance.
- Daily Food Arrangements: Coordinate meal provisions for staff.
- Accommodation Arrangements: Organize housing for new staff members.
- Supervise and appraised maintain the records of arrangement for accommodation, food, vehicle etc for all staff.
- Transportation Arrangement: Organize Transportation for employees for site.
- Maintaining vehicle authorization records.
- Progress Report: collect data, analyze, and report to Project Manager

### **Admin Assistant & Document Controller:**

**FEB 2023 to till Now.**

#### **Tamimi PEB (AI-FANAR NRC 11-13)**

- Time Sheets: Manage and update employee work hours
- Master Tracker Updates: Maintain accurate and up-to-date records
- Waste Tracking Log: Monitor and document waste disposal.
- Consumption Reports: Track and analyze resource usage (e.g., diesel, water).
- Petty Cash Invoices: Process and record small purchases and expenses.

## **Document Controller**

**Aug 2019- June 2021.**

### **S.ZIA UL HAQ & SONS CATERING & ENGINEERING, PAKISTAN.**

- Process and maintain documents.
- Creating Schedule for Supply chain.
- Maintain and update meal sheets on daily basis.
- Maintain and update checklists on daily basis.

## **Cashier & Data Entry Operators: JUNE 2016 - MAY 2017**

### **Hayper Super Market**

- Handle customer transactions, process payments, and issue receipts
- Operate point-of-sale (POS) system, and balance cash drawer
- Provide excellent customer service, answer questions, and resolve issues
- Process refunds, exchanges, and store credits
- Count and reconcile cash, credit card receipts, and other payment methods
- Enter data accurately and efficiently into computer systems or databases
- Review and verify data for errors, inconsistencies, and completeness

## **Data Entry Operators: JUNE 2017 - Nov 2019**

### **Chase Up Super Market**

- Enter data accurately and efficiently into computer systems or databases
- Review and verify data for errors, inconsistencies, and completeness
- Maintain data organization, update records, and perform data backups
- Ensure data confidentiality, security, and compliance with regulations
- Use software applications, such as spreadsheets, databases, and word processing
- Meet productivity and quality standards, and report any issues or concerns
- Perform data analysis, generate reports, and provide insights as needed

## **Educational Qualifications**

- Matriculation in (Science) from Mirpur Board Azad Kashmir. (2012)
- Intermediate in (Commerce) from Board of Intermediate Education Karachi. (2015)
- Graduation part one In Commerce from Karachi University (2016)
- NEBOSH International General Certificate in Occupation Health and Safety (2024)
- Certified in "MS Office" from Sindh Board of Technical Education Karachi. (2013)
- Aconex Associate certified from Oracle University. (2024)

## **Computer Skills**

- MS WORD
- MS EXCEL
- POWER POINT
- SPREADSHEET
- OUTLOOK
- ACONEX ASSOCIATE

## Languages :

- ENGLISH (Fluent)
- URDU
- ARABIC (Basic)

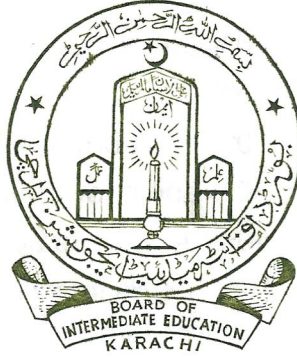
## Personal Details:

Date of Birth	: 05-May 1995
Religion	: Islam
Marital Status	: Single
Passport #	: ZG4132442
Iqama #	: 2536656198
Iqama Expire:	09-01-2026
Age :	29
Notice Period:	2Month
Current Salary :	3000
Current Location:	NEOM ,Tabuk
Experience :	3Years

BIE B482503

ROLL NO. 458747

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



## Higher Secondary Certificate 2015

This is to certify that Jahan Zaib Khan  
Son/Daughter of Muhammad Ibrahim Khan  
has successfully completed the **HIGHER SECONDARY CERTIFICATE  
EXAMINATION** of this Board in Commerce Group held in  
the month of November, 2015 as a Regular/Private Candidate in the  
subjects mentioned below and has been placed in D GRADE  
by securing 493 MARKS in the Aggregate of 1100/1200/200.

**(a) Compulsory Subjects:**

- Urdu Normal I & II  
Easy I & II / N.M.T. / Sindhi  
History and Culture of Pakistan  
Pakistan Studies (For Foreigners)
- English Normal / Advance
- Islamic Education / Civics (c)
- Pakistan Studies (c)

**(b) Elective Subjects:**

- Principle of Commerce  
(BANKING)
- Accounting
- Economic & Commercial  
Geography

Karachi, Pakistan  
Dated, the 3rd November, 2018.

  
SECRETARY

(This Certificate is issued without any alteration or erasing.)

## GRADING FORMULA

- (a) for the Aggregate of 1100 Marks in Science, Commerce and Humanities Groups.

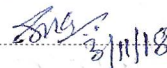
<u>MARKS</u>	<u>PERCENTAGE</u>	<u>GRADE</u>
880 and above	80% and above	A-1
770 to 879	70% and above but below 80%	A
660 to 769	60% and above but below 70%	B
550 to 659	50% and above but below 60%	C
440 to 549	40% and above but below 50%	D
363 to 439	Below 40% to minimum Pass marks i.e. 33% to 39%	E


- (b) for the Aggregate of 1200 Marks in Home Economics Group only.

<u>MARKS</u>	<u>PERCENTAGE</u>	<u>GRADE</u>
960 and above	80% and above	A-1
840 to 959	70% and above but below 80%	A
720 to 839	60% and above but below 70%	B
600 to 719	50% and above but below 60%	C
480 to 599	40% and above but below 50%	D
396 to 479	Below 40% to minimum Pass marks i.e. 33% to 39%	E

**Notes:**

- Detailed transcripts of the Examination Results (Marks Sheets) have been issued separately.
- The word 'Passed' applies only when the Candidate Passes in additional subject or subjects.

<b><u>PREPARED BY</u></b>  Dated .....
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<b><u>CHECKED BY</u></b> 1.  2. .... Dated <b>1-6 NOV 2018</b>
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 Asstt. Secy (Certificate)
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**AZAD JAMMU AND KASHMIR  
BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MIRPUR**



Sr. No. **613520**

Roll No: **130415**

**SECONDARY SCHOOL CERTIFICATE**

**Certified that** JAHAN ZAIB KHAN  
**Son/Daughter of** MUHAMMAD IBRAHIM KHAN  
**Religion** ISLAM  
**Registration No.** 1267811031



**Mark of Identification** NIL  
**has passed the Secondary School Certificate**  
**Examination** ANNUAL 2012 **In** FULL  
**Group of Subjects** SCIENCE **REGULAR**

**Attempt (s)** SINGLE **Grade (Internal) D (External) C**

**Institute / District** HIGH SCHOOL JANDALA POONCH

**Date of Birth (In Figures)** 02-05-1995

**(In Words)** SECOND MAY, ONE THOUSAND NINE HUNDRED AND NINETY-FIVE.

**DETAIL OF MARKS**

Sr. No	Name of Subjects	Maximum	Obtained
1	ENGLISH	150	065
2	URDU	150	071
3	PAKISTAN STUDIES	075	062
4	ISLAMIYAT	075	054
5	MATHEMATICS	150	063
6	PHYSICS	150	069
7	CHEMISTRY	150	084
	BIOLOGY	150	078
	<b>Total</b>	<b>1050</b>	<b>546</b>



**(In Words)** FIVE HUNDRED AND FORTY-SIX

**Mirpur (AK) 04-December-2014**

*(Handwritten Signature)*

**SECRETARY**

Note:- This certificate is issued without alteration and erasure.

### GRADING FORMULA

PERCENTAGE OF MARKS	GRADE	
80% and above	A+	Exceptional
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Ver Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
Below 40% to minimum pass marks	E	Satisfactory

(FOR REGULAR CANDIDATES ONLY)

	WEIGHTAGE
1. Academic achievement on the basis of House examination.	80%
2. Co-curricular activities during the two years preceding examination	10%
3. Conduct and behaviour	10%

External Grade:- Awarded by the Board.  
Internal Grade:- Awarded by the Institution.

Prepared by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Checked by: *Sardar*

Name: *Ayaz Nasim Khan* Signature: \_\_\_\_\_

"This certificate is and remains the property of the Azad Jammu and Kashmir Board of Intermediate and Secondary Education, Mirpur, at all times and is issued on the following conditions:-

- Any alteration/erasure to this certificate renders it invalid;
- The certificate must be returned to the Board as and when demanded"



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Jahan Zaib Khan Muhammad Ibrahim Khan**

was awarded this qualification with credit on

07 October 2024

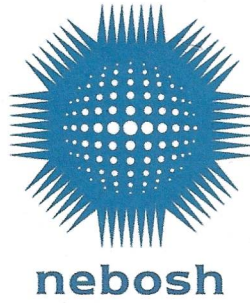
Rob Hull  
Chair

Dee Arp  
Accountable Officer

SQA Ref: R630 04



The National Examination Board in  
Occupational Safety and Health  
Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444



The National Examination  
Board in Occupational  
Safety and Health

Dominus Way  
Meridian Business Park  
Leicester LE19 1QW

www.nebosh.org.uk

09 October 2024

## NEBOSH International General Certificate in Occupational Health and Safety

### UNIT RESULT NOTIFICATION

Learner number: **00821311**  
First name/s (given name): **Jahan Zaib Khan**  
Surname (family name): **Muhammad Ibrahim Khan**  
Full name: # **Jahan Zaib Khan Muhammad Ibrahim Khan**

Learning Partner: **1404 - Pak Safety Solutions**

Unit	Description	Mark	Status	Exam Date	Results expected	Learning Partner	Unit result	High valid mark
IG1	Management of Health and Safety	66	Pass	06/03/2024	13/05/2024	1404	Pass	66
IG2	Risk Assessment		Pass	07/08/2024	07/10/2024	1404	Pass	

Overall mark: **66**

Grade: **CREDIT**

For any information on your Certificate/Parchment please click [here](#).

If you have received a refer in your unit(s) and would like to re-sit the unit, please contact your Learning Partner to book a re-sit. Alternatively, if you believe your mark does not reflect your performance, you can apply for an Enquiry About Result. For more information on this process click [here](#).

NEBOSH offers a wide range of qualifications for learners at all stages of their career. For more information, please visit our website or click [here](#).

\*\* Your name will appear on your qualification parchment as shown above, please ensure your full name is displayed correctly.

To validate the information on this document, please select [here](#).

This qualification has been credit rated for the SCQF by SQA. Please refer to the table(s) below for the unit combinations concerned:

Title	Level	Credit Points
UNIT IG1	6	5
UNIT IG2	6	6
OVERALL CREDIT RATING	6	11



Registered in England and Wales number 2698100  
A charitable company limited by guarantee  
Registered charity number 1010444

Date. 03<sup>rd</sup>- Nov2019

Name: Jahanzaib Ibrahim!  
Emp. ID: 004196  
Designation: Data Entry  
Location: SITE Warehouse

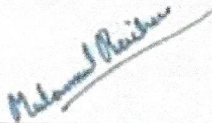
LETTER OF APPRECIATION

Dear Mr Jahanzaib ibrahim

We sincerely thank you for your dedication and commitment towards your responsibilities and your Significant contribution for development of the organisation, particularly in data entry operator at Warehouse. You went above and beyond our expectations

As valued member of our team, we wish you best of luck for your future initiatives for the organization and hope you shall continue to perform your rose with renewed res.

Best wishes,



**Muhammad Raihaan Siddeeqee**  
CHRO



**Salman Bashir**  
CEO



SZS

# S. Zia -ul - Haq & Sons

C-127, Block-9, Gulshan-e-Iqbal, Karachi, Sindh, Pakistan.

I-JAN No: 111-123-127 Ph No. +92-21-34818851-5


## TO WHOM IT MAY CONCERN

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This is to certify that Mr. Jahanzaib Khan S/O Ibrahim Khan CNIC # 82303-4770244-3 has worked with this organization from August 2019 to . June 2021. He joined SZS Catering & Engineering Karachi Pakistan as "Document Controller" and at the time of leaving, he has holding the same position. He is working in different sites like an OGDCL, PPL, MSU Beta, Mari 4, KIA sportage, Highlong 21 & many others sites.

In this period, he has shown full Sincerity, Dedication and Hard work towards his concerned job, which has helped in improving the management of the company.

We wish him a success in his future endeavors.



Imran Zafar

Human Resource Officer



# Jahanzaib Khan

Has successfully passed the assessment for:

## Aconex Associate

Date: 12/09/2023\*

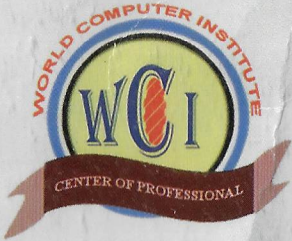
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### Areas of competency:

- Logging in and basic search techniques (documents and mail)
- Opening and downloading documents
- Sending (transmitting) documents to others
- Uploading and revising (superseding) single documents
- Searching for older document revisions
- Creating and sending mail to others
- Inviting others to a project
- Managing personal settings and preferences (e.g. session timeout and time zone)

CERTIFICATE NO. 514

REGISTRATION NO. SBTE/INSP/2012-924



# World Computer Institute



SHORT COURSE TRAINING CERTIFICATE  
REGISTERED WITH  
SINDH BOARD OF TECHNICAL EDUCATION KARACHI

Book No. 0000013

Certified that Mr./ Miss Jahanzaib Khan S/o. D/o Muhammad Ihsan Khan

Has undergone a training programme of Two Month during in N. S. Office. Trade at

World Computer Institute, which conducted from February 2013 to March 2013 Group No./ Batch No. 307

On completion of his/her training he/she was put to a test and his/her performance has been assessed as "B" Grade.

Issued on 03/04/2013



PRINCIPAL / ADMINISTRATOR



Stein  
INSTRUCTOR



## NEOM Precast Factory, Spine 183 Project

### CERTIFICATE OF APPRECIATION

This certificate is proudly presented to:

**JAHANZAIB IBRAHIM**

Admin Assistant & Document Controller

For his outstanding work, diligence and pragmatic approach during the execution works of NEOM Spine 183 Project as Admin Asst & Document Controller. In recognition to his best efforts, management awards him with the letter of appreciation to promote the culture of hardworking and dedication to job responsibilities.

MOHAMMED SADIQUE

DEPUTY HSE MANAGER

HILAL AHMED DARIL

PROJECT MANAGER



NEOM RESIDENTIAL COMMUNITY 11

# CERTIFICATE

## OF APPRECIATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

# MR. JAHANZAI B KHAN

This Certificate of appreciation is awarded to him for his Best Effort, Safe Attitude and His performance as DOCUMENT CONTROLLER for Achieving



# 1 Million Safe Man Hours

During the construction activities in this project without Lost Time Incident

Dated: 25-December-2023

TAMIMI HSE MANAGER

AL FANAR HSE MANAGER

TAMIMI PROJECT MANAGER



Design, Build & Operate of Precast Facilities, Spine Project

## Certificate of Appreciation

This Certificate is awarded to

**MR. JAHANZAIB KHAN**

**IQAMA / ID # 416308, TIME KEEPER**

*Management would like to express its heartfelt appreciation for your hard works and dedication.*

*Your dedication is a clear reflection of the vital success of Tamimi PEB at Design & Build of Precast Yard CD-PCY-04-Spine. NEOM-KSA*

*Thank you for being an integral part of our journey. Your Contributions have made a lasting impact, and we are grateful for everything your team have done.*

**Issued on 20<sup>th</sup> March 2025**

**MOHAMMED SADIQUE**  
Deputy HSE Manager

**HILAL AHMED DARIL**  
Project Manager

Cert Ref # NEOM/TPEB-2025-0069