



# Sohaib Khan

## Document Controller

Detail-oriented **Document Controller** with over **2 + years of experience** in construction projects. Skilled in managing project documentation, ensuring compliance, and using document management software effectively.

✉ sohaibkhan18573@gmail.com

☎ 0582137916

📍 AL-Nargis, Riyadh, Saudi Arabis

## EDUCATION

### Bachelor in Life Sciences (Zoology)

University of Malakand

09/2019 - 10/2023

Dir Lower, Pakistan

### Diploma of Information & Technology

Board of Technical Education Peshawar

09/2019 - 10/2020

## WORK EXPERIENCE

### Document Controller

Mub Rak Alsalami Contracting Company

07/2024 - 02/2025

Dammam, KSA

Achievements/Tasks

- working as a Document Controller at Mub Rak Alsalami Contracting Company a leading construction company.
- Responsible for managing project documentation, ensuring compliance with industry standards, and maintaining efficient document workflows.

### Document Controller

FALA -AWAD AL SHARANE Construction Company

06/2023 - 05/2024

Abha, KSA

Achievements/Tasks

- Working as a Document controller to manage construction projects documentations, & office procedure.
- Responsible for managing project documentation, ensuring compliance with industry standards, and maintaining efficient document

### Document controller/Admin assistant

BuildsMore & CO

11/2022 - 03/2023

Karachi, Pakistan

Achievements/Tasks

- Working as a Document Controller/Admin Assistant with Buildsmore & CO in my last semester winter vacations in karachi to manage daily office operations and documentations.
- Responsible for maintaining records, ensuring document compliance, and streamlining workflows using document management software.

## SKILLS

Time Management

Data Entry

MS Office

ERP SAP

Regulatory Documentation

Aconex management

Documentation

Record Keeping

SharePoint

Emails management

Data Organization

Creating Logs

Document Tracking

Digital and Physical Document Filing

Managing Distribution

MS Excel

Archiving & Retrieval Systems

Report Making

Data analysis

Confidentiality & Data Security

## CERTIFICATES

### Google Soft Skills Program

I am Certified in google Soft Skills Program

### IT Essentials

certified from cisco with virtual university of Pakistan

### Document Controller

I am certified as a document controller from institutes of professional skills and development

### Content Marketing

certified from NFTP with university of Malakand

## LANGUAGES

English

Limited Working Proficiency

Urdu

Full Professional Proficiency

Arabic

Limited Working Proficiency

Pushto

Full Professional Proficiency

Serial No. 35261

Roll No 135238

**Khyber Pakhtunkhwa Board of Technical Education**



**PESHAWAR (PAKISTAN)**

**DIPLOMA IN INFORMATION TECHNOLOGY**

Session 2nd Term 2020

*This is to certify that*

Mr./Miss. SOHAIB KHAN

Son/Daughter of FAZAL SUBHAN

Registration No. MCC/CHK/DITR/1st-19/E-20319

of MALAKAND COLLEGE OF COMMERCE AND MANAGEMENT SCIENCES CHAKDARA

has satisfactorily completed the one year duration Information Technology course titled "Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical Education, Peshawar, in the month of November 2020

He/She secured 1038 Marks out of 1400 and has been placed in Grade A

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the 2nd day of March 2021

  
ASSISTANT SECRETARY

  
SECRETARY



This Diploma is issued without any alteration or eraser  
Printed by Aamir Iqbal

Checked by Abdul Jabbar Detho  
Assessment Director (General)

604

ATTESTED  
YASIR AL-HAMIED  
Deputy Director NAVTTC RO-KPK  
04/3/25

EVALUATION PLAN

- 1. 80% and above..... Distinction
- 2. 70% and above but less than 80% ..... "A" Grade
- 3. 60% and above but less than 70% ..... "B" Grade
- 4. 50% and above but less than 60% ..... "C" Grade
- 5. 40% and above but less than 50%..... "D" Grade
- 6. 33% and above but less than 40% ..... "E" Grade

MINISTRY ONLY  
Ministry of Foreign Affairs is  
not responsible for the  
contents of this document

10 MAR 2025

Composed/Prepared by

\_\_\_\_\_

Checked by \_\_\_\_\_

\_\_\_\_\_



12596

1514256

Serial No. 45841

# KHYBER PAKHTUNKHWA BOARD OF TECHNICAL EDUCATION



**ATTESTED**

*Yasir Allrasheedi*  
YASIR ALLRASHEEDI  
Deputy Director NAVTTC RO-K

**PESHAWAR**

Checked by *Abdul Jabbar Dethio*  
Assistant Director (Cos-II)

## DETAIL MARKS CERTIFICATE COMPUTER COURSE PART-II

### DIPLOMA IN INFORMATION TECHNOLOGY 2011

Name of Candidate SOHAIB KHAN

Father's Name FAZAL SUBHAN

Roll No. 135338 Session 2ND TERM 2020

Reg.No. MCC/CHK/DITR/1st-19/E-20319

Institute/College MALAKAND COLLEGE OF COMMERCE AND MANAGEMENT SCIENCES CHAKDARA



Subject	Total Marks	Obtained Marks			
		Th	Pr	Total	In Words
Part-I Marks	700			505	
1 Introduction to DataBase	100 / 50	53	49	102	One hundred two
2 MS Access	50 / 100	31	98	129	One hundred twenty-nine
3 E-Commerce & Web Technology	100 / 50	55	48	103	One hundred three
4 Graphic Design	100 / 50	59	48	107	One hundred seven
5 Project	100		92	92	Ninety two

1400

1028 One thousand thirty-eight

10 MAR 2025

Ministry of Revenue  
not responsible for the  
contents of this document



Prepared by Nasir Feroz

Checked by \_\_\_\_\_

Theory Passing Marks=40% Practical Passing Marks=50%  
Errors & Omissions excepted Any mistake in above particulars must be intimated within 30 days of the issuance of this certificate

*29/3*  
CONTROLLER OF EXAMS

604  $\frac{2}{4}$



Checked by Abdul Jabbar Detho  
Assistant Director (Cons-II)

10 MAR 2025



Occupational  
Safety & Health  
American Society

OSHAS

## CERTIFICATE OF COMPLETION

**This certificate is**

Proudly presented to

**Sohaib Khan**

The learner has exhibited exceptional academic achievement by satisfying all academic prerequisites in the Professional Development Certificate Program offered by an OSHAS Authorized Training Provider. This signifies their unwavering commitment and professionalism in the designated course and serves as a testament of their dedication.

**Course: ISO 9001:2015 (QMS) Lead Auditor Course**

Course Date : **20-01-2025 to 24-01-2025**

Certificate Number : **84101**

Course Number : **QMS-793**

Date of Issue : **27-Jan-2025**

**HENRY D'COOPER**

CHIEF EXECUTIVE OFFICER

**MARCUS HILTON**

DIRECTOR TRAINING



Certificate can be  
validated by scanning the  
bar code or by visiting  
[www.oshas.us](http://www.oshas.us)



# TRANSCRIPT



Occupational  
Safety & Health  
American Society

**OSHAS**

LEARNER NAME:

**Sohaib Khan**

COURSE:

**ISO 9001:2015 (QMS) Lead Auditor Course**

Certificate Number : **0084101**

Issue Date : **27-Jan-2025**

SERIAL #	TOPIC	OBTAINED SCORE	TOTAL SCORE
01	<i>Introduction to Quality Management Systems</i>	2.0	4.0
02	<i>Key Terms and Concepts in ISO 9001</i>	4.0	4.0
03	<i>Understanding Organizational Context</i>	4.0	4.0
04	<i>Risk-Based Thinking and Process Approach</i>	4.0	4.0
05	<i>Leadership and Customer Focus</i>	3.3	4.0
06	<i>Planning and Support in QMS</i>	2.3	4.0
07	<i>Operational Control and Process Performance</i>	4.0	4.0
08	<i>Measurement, Analysis and Improvement</i>	4.0	4.0
09	<i>Audit Process and Auditor Responsibilities</i>	2.0	4.0
10	<i>Reporting and Follow-Up</i>	4.0	4.0

**Morgan Maxwell**

Exam Coordinator

**OBTAINED SCORE**

**3.4**

OSHAS trainings are provided as per ANSI Standard Z490.1-Criteria. This transcript verifies that the learner have acquired knowledge to satisfy the employer's safety training program requirements.





nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Sohaib Khan**

was awarded this qualification on

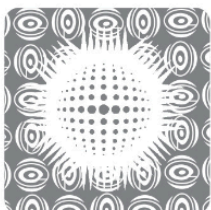
14 February 2022

Les Philpott  
Chair

Dee Arp  
Accountable Officer

Master log certificate No: 00612975/1283521

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



# CERTIFICATE

## OF COURSE COMPLETION

This is to recognize and honor

*SOHAIB KHAN*

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for successfully completing **2-MONTHS Document Management**  
short course offer by The Distric Youth Officer, Dir Lower through the Institute of  
Professional Skills, Chakdara Dir Lower with

September 1, 2022

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Date

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Malak Shahzad Tariq  
Distric Youth officer

This certificate is awarded to

**Sohaib Khan**

for successfully completing

**IT Essentials**

offered by Virtual University of Pakistan  
through the Cisco Networking Academy program.

---

*Rauf Alam*

Rauf Alam  
Instructor  
Virtual University of Pakistan

**31 Jan 2025**  
Completion Date



PAKISTAN  
FREELANCERS  
ASSOCIATION  
(PAFLA)

July 27, 2024

# Sohaib Khan

has successfully completed

## Google Soft Skills Program

an online course taught by Google and offered through  
Pakistan Freelancers Association (PAFLA).

This certificate was issued to PAFLA member **3411805585143204** on **July 27, 2024** and is valid till three years from the date of issuance.

**Ibrahim Amin**

Co-Founder and Chairman  
Pakistan Freelancers Association

**Tufail Ahmed Khan**

CEO  
Pakistan Freelancers Association

**Fahad Sheikh**

Co-Founder and CTO  
Pakistan Freelancers Association



# UNIVERSITY OF MALAKAND

Serial No. 073353

## PAKISTAN



Session 2019-2023



SOHAIB KHAN Son of FAZAL SUBHAN Registration No. 19117363 Student of GOVT. Degree  
College Gulabad Dir Lower having met all the requirements under the semester system is admitted to the  
degree of

**B.S (4-Year)**

in

**Zoology**

with CGPA 3.66 out of 4.0

Controller of Examinations

A handwritten signature in black ink, appearing to read "Hadi K".

Result Declared on 31-Oct-2023  
Assurance Date 09-Jan-2024

Countersigned

A handwritten signature in black ink, appearing to read "G".

Vice Chancellor

713 <sup>10</sup>/<sub>6</sub>

Higher Education Commission  
Government of Pakistan  
Islamabad  
06 MAR 2024  
Muhammad Jamil  
Attestation Officer

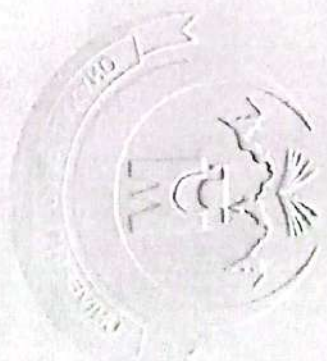


Checked by Afzal ur Rehman  
Assistant Director (Cons-V)

COUNTERSIGNED ONLY  
Ministry of Foreign Affairs is  
not responsible for the  
contents of the documents



07 MAR 2024



Verified & Found Correct  
Dy. Controller of Examinations  
University of Malakand  
Dated 05/03/2024

Prepared By: [Signature] YAS  
Checked By: [Signature]  
Confirmed By: [Signature]  
Date: 15-01-2024



# University of Malakand Pakistan

## TRANSCRIPT

Serial No. 016648

Name: **SOHAIB KHAN**  
 Father's Name: **FAZAL SUBHAN**  
 Registration No: **1917363**  
 College: **Govt. Degree College Gulabad Dir Lower**

Commencement Date: **10-Oct-2019**  
 Completion Date: **19-Sep-2023**  
 Session: **2019-2023**

### BS (4-Year) in Zoology

Code	Course Title	Marks Obtained	Maximum Marks	Cr. Hrs.	Grade	G.P.
<b>1st Semester</b>						
BOT112	Diversity Plants	78	100	3	B+	3.6
CHEM118	General Chemistry	88	100	3	A+	4.0
ENGL11	English-I	86	100	3	A+	4.0
MATH101	Basic Mathematics	75	100	3	B+	3.5
PS116	Pakistan Studies	73	100	2	B	3.4
ZOOL111	Principles of Animal Life-I	79	100	4	B+	3.7
<b>2nd Semester</b>						
BOT 123	Plant Systematics, Anatomy and Development	84	100	3	A	3.9
CHEM 121	Organic Chemistry	85	100	3	A+	4.0
ENG 112	English-II	83	100	3	A	3.9
ISL 112	Islamic Studies	43	50	2	A+	4.0
ZOOL 122	Principles of Animal Life-II	71	100	4	B	3.3
<b>3rd Semester</b>						
CHEM 474	Environmental Chemistry	80	100	3	A	3.7
CS 114	Introduction to Computer	80	100	3	A	3.7
ENG 211	English-III	79	100	3	B+	3.7
ZOOL 121	Zoogeography and Paleontology	80	100	3	A	3.7
ZOOL 231	Cell Biology, Genetics and Evolution	77	100	3	B+	3.6
ZOOL 232	Animal Diversity-I	72	100	4	B	3.3
<b>4th Semester</b>						
BOT 244	Plant Physiology and Ecology	68	100	3	C+	3.1
ZOOL 241	Environmental Science	91	100	3	A+	4.0
ZOOL 242	Animal Diversity-II	76	100	4	B+	3.5
ZOOL 243	Animal Form and Function-I	64	100	4	C	2.9
ZOOL 244	Animal Form and Function-II	76	100	4	B+	3.5
<b>5th Semester</b>						
ZOOL 351	Geography	38	50	2	B+	3.5
ZOOL 352	General Biochemistry	88	100	4	A+	4.0
ZOOL 353	Cell & Molecular Biology	84	100	4	A	3.9
ZOOL 354	Physiology	76	100	4	B+	3.5
ZOOL 355	Animal Behavior	58	75	3	B+	3.6
<b>6th Semester</b>						
ZOOL 361	Biological Techniques	57	75	3	B+	3.5
ZOOL 362	Evolution & Principles of Systematics	79	100	4	B+	3.7
ZOOL 363	Developmental Biology	78	100	4	B+	3.6
ZOOL 364	Genetics	69	100	4	C+	3.2
ZOOL 365	Wildlife	42	50	2	A	3.9
<b>7th Semester</b>						
Opt14	Economic Zoology	79	100	3	B+	3.7
Opt16	Entomology (Classification of Insects and Pest Management)	92	100	4	A+	4.0
STAT 218	Biostatistics	56	75	3	B+	3.5
ZOOL 471	Ecology and Environmental Biology	74	100	4	B	3.4
ZOOL 472	Synopsis & Research Methodology	45	50	2	A+	4.0
<b>8th Semester</b>						
—	Thesis/Research Project/Internship	97	100	4	A+	4.0
Opt32	Helminthology and Host-Parasite Relationship	67	75	3	A+	4.0
Opt39	Introduction to Environment	70	75	3	A+	4.0
Opt54	Protozoology	57	75	3	B+	3.5
ZOOL 481	Bioinformatics	69	75	3	A+	4.0

CGPA: **3.66 / 4.00**

Credits Hours: **136**

Result Declared on: **31-Oct-2023**

Issuance Date: **22-Dec-2023**

Errors and Omissions are subject to subsequent rectification



Checked by: \_\_\_\_\_

Controller of Examinations  
 University of Malakand

\* Means 2nd attempt



Ministry of Information Technology  
& Telecommunication

DIGITAL PAKISTAN



# COMPLETION CERTIFICATE

**Sohaib Khan**

*has successfully completed the NFTTP Training in  
Content Marketing & Advertising Domain*

*From 8th March 2022 to 8th June 2022  
through NFTTP PHYSICAL BATCH 03*



Prof. Dr. Rashid Ahmad  
Vice Chancellor  
University of Malakand



Sajid Latif  
Director General e-Governance  
Punjab Information Technology Board

