

Shahzad Ali

Clerk/ Computer Operator

Phone: +966 58 230 6141

+92 300 675 4223

E-mail: shazi2640@gmail.com

LinkedIn

<https://www.linkedin.com/in/shahzad-ali-153aa81ba/>



Highly skilled Computer Operator/ Clerk with a proven track record of accuracy and quick learning abilities. Proficient in planning, organizing, and meeting deadlines. Bringing 10 years of experience in administrative office work. Exceptional typist with a typing speed. Eager to excel in a fast-paced environment and provide top notch data entry and administrative support to a large department. Actively seeking opportunities to contribute to a dynamic company.

Skills

- ❖ High Efficiency in all Administration Work
- ❖ Data Entry
- ❖ File maintenance
- ❖ Document management
- ❖ Processing mail
- ❖ Record preparation
- ❖ Data entry
- ❖ Written communication
- ❖ Professionalism
- ❖ Accuracy
- ❖ Proactive Approach

Work History

2024-01 - Current

Clerk/ Computer Operator (CCC)

AL NAHDA ENTERTAINMENT COMPLEX-EXIT 15 PROJECT, Riyadh KSA

- Maintain high efficiency in all administrative work.
- Entered, processed, and updated data in various database systems.
- Keep updated records for the office.
- Developed strong multi-tasking skills, attention to detail, and the ability to work independently.
- Excellent communication skills, both verbal and written.
- Provided quality clerical support through data entry, document management, email correspondence.
- Improved office efficiency by digitizing paper files and organizing digital records.
- Knowledge of All Kind of MWR, WIR and FMR
- Demonstrated ability to work in a fast-paced team environment and learn quickly.

2018-10 - 2024-01

Clerk/Computer Operator (CCC) ***Riyadh Metro Project, Riyadh KSA***

- Good Communication Skills - Verbal & Written, Familiarity with Computer Operations, Competency to Manage Reception Work,
- Entered, processed, and updated data in various database systems.
- Familiarity with Computer Operations, Competency to Manage Reception Work,
- Knowledge of All Kinds of MWR, WIR, and FMR.
- Maintain high efficiency in all administrative work.
- Produced high-quality communications for internal and external use.
- Self-motivated, with a strong sense of personal responsibility.
- Improved office efficiency by digitizing paper files and organizing digital records.

2015-06 - 2018-10

Medical Clerk/Computer Data Entry Operator (CCC) ***Aramco JRTF Project, Jizan KSA***

- Preparing Patients for Examination, Taking Medical Histories, Assisting the Physician During Examination, Explaining Medical Procedures to Patients,
- Good Computer Skills, Ability to Write and Speak English.
- Reviewed medical records for completeness and filed records in alphabetic and numeric order.
- Prepared patient charts, pre-admissions, and consent forms as necessary.
- Generated and maintained statistical data related to medical records.
- Collected and organized medical records and bills.
- Facilitated smooth patient discharge process by providing clear instructions and answering any questions regarding prescribed medications or follow-up care.
- Maintained patient records in compliance with security regulations.
- Scanned medical records in digital format for easy retrieval and accessibility.
- Followed up with medical staff regarding missing information in patient records.
- Managed and organized documents for data entry tasks.

Education

Secondary School Certificate

Govt School Sadiq Abad - Pakistan

Higher Secondary School Certificate

Govt College Sadiq Abad - Punjab Pakistan

Board: BISE Bahawalpur

Personal Details

Date of Birth: 1/2/1979

Marital Status: Married

Gender: Male

Nationality: Pakistani

Languages

Urdu: Native language

Arabic



Upper intermediate (B2)

English



Advanced (C1)

Urdu



Proficient (C2)

Hindi



Proficient (C2)

Reference

Medical Director: Hisham Atieh

Mobile: +966 55 499 0268

Medical Director Tariq Sweifi

Mobile: +966 593741114

Project Manager Sami Marouf

Mobile: +966 59 994 6105

Project Manager: Remi Chubbah

Mobile: +966 54 234 5555

Construction Manager: Rasheed Ammar

Mobile: +966 50 246 8646

Construction Manager: Mohammad Elmasry

Mobile: +966 59 490 0287

Project Engineer: Moutaz Awwad

Mobile: +966 55 230 0889

Project Engineer: Zaid Sawalha

Mobile: +966 59 130 8631



شركة اتحاد المقاولين ف.م.م
CONSOLIDATED CONTRACTORS COMPANY W.L.L.

Tel. : (+966 13) 882-2300 - Fax: (+966 13) 882-6516 / 882-6423
P.O. Box 31750 - Khobar 31952 - Kingdom of Saudi Arabia

هاتف: ٨٨٢ ٢٣٠٠ (+٩٦٦ ١٣) - فاكس ٨٨٢ ٦٥١٦ / ٨٨٢ ٦٤٢٣ (٩٦٦ ١٣)
ص.ب ٣١٧٥٠ الخـ بـر ٣١٩٥٢ - المملكة العربية السعودية - ودية

16 January 2024

Ref.: Adm/RMP/ Riyadh/166741

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Shahzad Ali**, Pakistani National holding Passport No. **ZR1807302**, was in the employment of our company at **Riyadh Metro Project (RMPT)** from **08-Oct-22** to **13-Jan-24** in the capacity of **Clerk**.

Reason as discharge: **Transfer within Area**

This certificate was given to him upon his request without any obligations towards the company.

For CONSOLIDATED CONTRACTORS COMPANY W. L. L.

Osama Al-Nimer
Operation Support & Services

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



شركة ربحا والمقاولين (ذات مسؤولية محدودة)
CONSOLIDATED CONTRACTORS COMPANY W.L.L.

Tel.: 011 510 3800 - Fax: 464 5963 / 416 0990
P.O. Box 234 - Riyadh 11411 - Kingdom of Saudi Arabia

هاتف: ٠١١ ٥١٠ ٣٨٠٠٠ - فاكس: ٤٦٤ ٥٩٦٣ / ٤١٦ ٠٩٩٠
ص.ب ٢٣٤ - الرياض ١١٤١١ - المملكة العربية السعودية

3 November 2021

Ref.: Adm/RMP/ Riyadh/166741

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Shahzad Ali**, Pakistani National holding passport No. **ZR1807302**, was in the employment of our company at **Riyadh Metro Project (RMPT)** from **08-Oct-18** to **01-Apr-20** in the capacity of **Clerk**.

Reason as discharge: **Redundancy**

This certificate was given to him upon his request without any obligations towards the company.

For CONSOLIDATED CONTRACTORS COMPANY CO. W.L.L.



Amer M. Smadi
Director, Support Services & Camps
oa/rm



Wafiq Sobier
شركة ربح والمقاولين ف.م.م
CONSOLIDATED CONTRACTORS COMPANY W.L.L.
JIZAN REFINERY TANK FARMS PROJECT

P.O. Box 31750 - Khobar 31952 - Kingdom of Saudi Arabia
Tel.: (013) 882-2300 - Fax: (013) 883 8770

ص.ب. ٣١٧٥٠ الخيبر ٣١٩٥٢ - المملكة العربية السعودية
هاتف: ٨٨٢ ٢٣٠٠ (٠١٣) - فاكس ٨٨٣ ٨٧٧٠ (٠١٣)

JRTF/ADM/JAZAN/166741/18

Date: October 15, 2018

To Whom It May Concern

Full name : **SHAHZAD ALI**
Title : **CLERK**
Nationality : **PAKISTANI**
Passport No : **ZR1807301**
Joining Date : **24-Jun-15**
Reason : **Transfer to RMPT Project**
Project : **Jazan Refinery Tank Farm (JRTF)**

Last Date with Company: 08-Oct-2018

This certificate is issued to him upon his request without any liability towards the company.

For Consolidated Contractors Co. W.L.L




Altaf Hajwane

Head of Admin and Personnel



**Consolidated Contractors Company W.L.L &
Consolidated Contractors Middle East Limited JV**
Al Nahda Entertainment Complex Exit 15 Project, Riyadh - Saudi Arabia



Certificate of Appreciation

Awarded To

SHAHZAD ALI

CLERK (B#166741)

Safety Excellence Performance

**In Recognition for safety contribution and following safe practice
in Al Nahda Entertainment Complex Exit 15 Project.**

May 18, 2024

Charles McDaniel
HSE Manager



Pierce O'Donnell
Contractor's Representative

BACS OSHA OUTREACH TRAINING RIYADH METRO PROJECT, KSA

This is to certify that

SHAHZAD ALI

has diligently completed the OSHA 1926 30-hour Construction
Industry Safety Training Course On
21st Aug 2023



Charles McDaniel

Authorized OSHA Outreach Trainer

C 0020321



Certificate Registration RMP20152509

OSHA Outreach Training