

SYED GHULAM HUSSAIN



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CERTIFICATES

NEBOSH International General
Certificate (IGC)
QHSE International – UAE (UK
Certified)
Completed: Jan 2025

Experience

Feb 2022–Feb-2025

Document Controller • Hands NGOs Org, Pakistan
Managing and organizing documents in both physical and digital
formats

Tracking document versions and ensuring up-to-date records
Creating and maintaining document logs and registers

Education

University of Sindh, Jamshoro, Pakistan

- Sociology 2018-2021

Communication

- Coordinating with project managers, engineers, and clients
- Preparing document transmittals and submission sheets
- Ensuring document compliance with company or client standards

Leadership Skills

- Maintaining confidentiality of sensitive information
- Knowledge of ISO 9001 / quality management systems
- Ensuring proper access controls and document security
- Familiarity with construction drawings and technical documents
- Assisting in site-based document control processes
- Strong attention to detail
- Time management and multitasking under deadlines
- Following up with teams and departments to ensure timely submissions