

CURRICULUM VITAE

Name: AWAIS QAMAR

Designation: Document Controller

Father Name: Zia ul Qamar

Phone: +966 053 7637298

Email: awaisqamar786@gmail.com

Address: Building no. 7260, Abi Al Ala Al Maari Street, Al Malaz, Riyadh, Saudi Arabia 12831



Objective:

I am dedicated to getting an opportunity where I can maximize my potential and significantly contribute to the organization's growth. I'm looking for a position with highly regarded organization that values dedication and attention to detail. I'm Out-of-the-box thinker and problem solver dedicated to improving performance and works well in teams and consistently delivers to deadlines. I have a Transferable Iqama and which means **I ready to join immediately as per organization requirements.**

Work Experience:

Currently working with **Hamad Al Alaiwi & Partners Contracting Co Ltd (HAPCO), Riyadh, Saudi Arabia**

Designation: **Secretary to Project Manager (Engr. Muhammad Aoun)**

Project: **Riyadh Metro Project**

From: **12-May-2024 to till date**



Key Responsibilities:

- Keep record of all documents.
- Maintain files and folders.
- Develop and maintain document control processes for Efficient management and recording all documentation.
- Assistance with Project Manager Onsite.
- Handle all general emails of all clients.
- Coordination with Head office for any documentation.
- Set up, copy, scan and store documents
- Create templates Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where Necessary to ensure they are up to date
- To liaise with and distribute project related information with all levels of the Project team and potentially external parties
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documentation
- Prepare ad-hoc reports on projects when required

Computer Knowledge:

- Strong IT skills in MS office including outlook, excel and word.
- Good attention to detail
- The ability to multitask Highly organized Excellent communication skills Proficient typing skills Minute taking
- Deep Knowledge of Networking and Internet.
- Research on Internet and Problem Solving.

Education:

Iqra University Islamabad Campus

Bachelors of Science in Software Engineering

Islamabad, Pakistan

2014-2018

Federal Borad of Intermediate and Secondary Education

HSSC (Higher Secondary School Certificate)

Islamabad, Pakistan

2011-2013

Board of Intermediate and Secondary Education

SSC (Secondary School Certificate)

Rawalpindi, Pakistan

2009-2011

Hobbies:

- Playing Cricket
- Traveling to new Places
- Reading Books.

Certification:

Computer Basic Course.

From Computer Literacy Center, Islamabad, Pakistan

2013-2014

Major in MS Word, MS Excel, MS PowerPoint, MS Access and MS Outlook.

Personal Details:

- **Nationality:** Pakistani
- **Maternal Status:** Single
- **Date of Birth:** 28/03/1996
- **Iqama:** Transferable
- **Joining:** Immediate
- **Language:** Urdu & English

Declaration:

I hereby declare that the above particulars are true to best of my knowledge and belief. If given an opportunity, I assure you that I shall endeavor my best in discharging my duties to the entire satisfaction of my superiors.

Arriyadh New Mobility



SC61198

Name: **AWAIS QAMAR ZIA UL**

Position: **SECRETARY**

Department: **T - HAPCO**

Nationality: **PAKISTANI**

Gov.No.: **2569582121**

Blood Type: ---

Date of Birth: **28/03/1996**

Arriyadh New Mobility



IMPORTANT

1. THIS CARD IS NON-TRANSFERRABLE
2. THIS CARD MUST BE DISPLAYED ON THE CHEST AREA WHILE INSIDE **THE ARRIYADH NEW MOBILITY** BUILDING
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Serial No. 028373

Registration No. 051-14-121485



Iqra University

Islamic Republic of Pakistan

Be it known that

Awaiz Qamar S/o Zia ul Qamar

having satisfied in full the requirements for the degree of

Bachelor of Science in Software Engineering

has been admitted to that degree on **Thirty First day of May, 2018**

with all the rights, privileges, and honours pertaining thereto.

In witness whereof, this degree is granted bearing the following signatures and the seal of the University.

Given this **Seventeenth** day of **October, 2019**

Registrar

President



028373



IQBAL UNIVERSITY KARACHI UNIVERSITY OF APPLIED SCIENCES	
Prepared by: <i>Rawal Sohni</i>	<i>[Signature]</i>
Checked by: <i>M. Sa. Juman</i>	<i>[Signature]</i>
Registration No: <i>OSI-14-13485</i>	
Date: <i>17-10-19</i>	

هوية مقيم

رقم النسخة ١

المملكة العربية السعودية

وزارة الداخلية



أويس قمر زيا أول قمر

AWAIS QAMAR ZIA UL QAMAR

رقم الهوية: ٢٥٦٩٥٨٢١٢١ تاريخ الانتهاء: ٢٠٢٦/٠٣/٠١

تاريخ الميلاد: ١٩٩٦/٠٣/٢٨ مكان الميلاد: باكستان

الجنسية: باكستان الديانة: الاسلام

المهنة: عامل انشاءات

هوية صاحب العمل: ٧٠٣٨٤٦٨٤٧١

مكان الإصدار: شركة العلم لامن المعلومات

مكان العمل: منطقة الباحة

اسم صاحب العمل: شركة تركي عمر الشغار لتقديم الوجيهات



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

