



Muneeb Zaka

Highly skilled professional with extensive expertise in Microsoft Office, staff management, and credit and collections. Demonstrates proficiency in project management, documentation management, and inventory control. Adept at database management, data entry accuracy, and data mining techniques. Committed to leveraging skills in MS Office Suite to drive organisational efficiency and accuracy.

CONTACT

- Riyadh, Ad Dhubbat 14231
- +966 546734942
- munjhcbjhsdsd354s@gmail.com

SKILLS

- Microsoft Office
- Staff management
- Project Management
- Typing [Number] WPM
- Documentation management
- Inventory control
- Data entry accuracy
- Record keeping
- Report generation
- Document progress reporting
- MS Office Suite

PERSONAL INFORMATION

- Age: 25
- Date of birth: 2000-04-08
- Gender: Male
- Nationality: Pakistan
- Marital status: Single
- Religion: Islam
- Visa: Transfer
- Ide:2597842562

LANGUAGES

- English:** B2
Upper Intermediate
- Urdu:** C2

WORK HISTORY

document controller

Jude Business Contracting - Riyadh, Saudi Arabia

- 02/2024 - Current
- Ensured timely project completion by maintaining organized and updated documents.
- Conducted scholarly research to prepare papers and reports.
- Managed library borrowing and interlibrary loan facilities, obtaining fees from users.
- Trained new staff members on standard operating procedures, leading to a more effective workforce.
- Coordinated activity across data entry projects, delegating tasks to digitisation officers and logistics personnel.
- Encouraged continuous learning amongst staff by organising relevant workshops and seminars.
- Monitored and reviewed team performance against established targets.
- Maintained high standards of accuracy and quality in data entry and recordkeeping.

HR Assistant

JMS Tradewell Int'l (Pvt.) Limited - Sialkot, Pakistan

- 02/2022 - 02/2024
- Created complete records for new hires.
- Managed employee records, ensuring confidentiality and compliance with data protection regulations.
- Documented interviews and candidate correspondence.
- Updated and maintained personnel records covering performance evaluations, salaries, and training.
- Compiled personnel data and generated reports for senior HR staff.
- Helped team with compiling information for employee newsletters.

Computer operator

Madrigal sports pvt ltd - Sialkot, Pakistan,

- 01/2021 - 01/2022
- Operated and monitored computer systems, hardware, and peripheral equipment.
- Performed data entry, record keeping, and file management with accuracy.
- Handled MS Office (Word, Excel, PowerPoint) for documentation and reporting.
- Assisted in troubleshooting basic hardware and software issues.
- Maintained daily logs of operations and system activities.
- Ensured data security, confidentiality, and proper backup procedures.
- Prepared reports, letters, and other documents as required.
- Coordinated with team members to complete assigned administrative tasks



Proficient

Hindi: C2



Proficient

Arabic: A2



Elementary

EDUCATION

12/2023

Drsey Nizami

Madrisa - Pakistan

02/2021

Bachelor of Education

Sialkot college - Sialkot, Pakistan