



# BILAL UL HASSAN

**Address:** Al Sabeel, Jeddah, Kingdom of Saudi Arabia  
**Phone/Email:** +966505186474, bilalksa@gmail.com  
**Nationality:** Pakistan  
**Status:** Transferrable

## SUMMARY

Results-driven professional with hands-on experience in document control and inventory management, skilled in maintaining accurate physical and digital records, ensuring compliance with recordkeeping procedures, and generating operational reports. Brings a structured, detail-oriented approach to document lifecycle management and is well-versed in ISO 9001 standards and systems such as Aconex — ready to contribute immediately to project documentation teams.

## WORK EXPERIENCE

**Inventory & Data Management Associate, NRTC Holding Group, Jeddah** **Sep 2025 - Present**

- Maintained accurate stock records across physical and digital systems, ensuring real-time inventory visibility and data integrity
- Generated regular inventory and stock reports to support management decision-making and operational planning
- Maintained accurate physical and digital stock records, generated inventory reports, conducted stock reconciliations, and coordinated end-to-end stock management workflows.

**Document Controller, SABZ ALI KHAN & Company, Pakistan** **July 2021 - Aug 2025**

- **DMS Administration:** Administered the central Document Management System (DMS), including the registration, indexing, and secure retrieval of all project documents (drawings, specifications, submittals, and reports).
- **Revision Control & Distribution:** Managed rigorous revision control and formal transmittal processes (RFIs, Submittals), guaranteeing that site teams exclusively utilized the latest approved versions of project documentation.

**Computer & Data Entry Operator, Electro Electronics, Pakistan** **Jan 2021 - Jun 2021**

- **Data Entry:** Accurately input and update basic alphanumeric information into computerized systems, standard Excel sheets, and other digital platforms.
- **Administrative Support:** Operates office computer equipment and software to perform routine tasks such as data verification, filing, scanning, and printing simple documents.
- **Record Maintenance:** Ensures the organization and accessibility of all digital and physical files, focusing on the accuracy and confidentiality of the information entered.

## EDUCATION

**Intermediate** **Year of Completion 2021**

Superior Group of Colleges

- Maths and Physics

**Matriculation**

Fauji Foundation Model School

- Computer Science

**Year of Completion 2019**

## SKILLS

---

- **MS Office Suite:** (Excel, Word, PowerPoint)
- **Graphic Designing:** (Adobe Photoshop, Illustrator & CorelDraw)
- **Data Entry & File Management**
- **Document Control System:** (Manual & Digital)
- **Communication & Coordination**
- **Time Management & Attention to detail**
- **Basic IT and Troubleshooting Skills**

## CERTIFICATIONS

---

- **Certificate in Document Control & Record Management:** (Online Training)
- **Graphic Designing:** (Punjab Computer College, TEVTA certified)
- **DMS Office Productivity Tools - Microsoft Certified**
- **Introduction to Project Management:** (Coursera)
- **Typing Skills Certificate**

## LANGUAGES

---

- URDU
- ENGLISH
- ARABIC

## HOBBIES

---

- **Book Reading**
- **Painting and Drawing**
- **Exploring AI Tools**

## TO WHOM IT MAY CONCERN

This is to certify that **Mr. Bilal UI Hassan** holding CNIC No 34402-4467031-5 is

Serving **SABZ ALI KHAN & COMPANY** since July 2021 to August 2023 in the capacity of the

Document controller on the **Improvement & Re-habilitation of Central Prison, Peshawar.**

**Mr. Bilal UI Hassan** learned a lot and has the capability of managing and completing the assigned tasks. He successfully completed the assigned tasks. He is hardworking and reliable employee for any organization he works.

We Wish Mr. Bilal Best of Luck in all his future endeavors



Sabz Ali Khan  
& Company

**Manager Humen Resources**

**M/s Sabz Ali Khan & Company**

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
GUJRANWALA**

N<sup>o</sup> 129302



بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن گوجرانوالہ

C.P. 000001-172000-22122020

Roll No. 484600

Enrolment No. 2-1-1056591-17

Group SCIENCE

Attempt (s). FIRST

**SECONDARY SCHOOL CERTIFICATE EXAMINATION  
ANNUAL 2019**

Certified that BILAL UL HASSAN

son / daughter of BASHIR AHMED

whose date of birth is 21-02-2001

(in words) TWENTY FIRST FEBRUARY TWO THOUSAND ONE

has qualified for award of Secondary School Certificate at the Examination held in the  
month of MARCH / APRIL as a REGULAR

candidate from F.F. MODEL SCHOOL MANDI BHAUDDIN

as per statement of marks given below and has obtained Grade A+



**SUBJECT - WISE STATEMENT OF MARKS**

Sr.No.	SUBJECTS	MARKS	
		Maximum	Obtained
1	URDU	150	120
2	ENGLISH	150	98
3	ISLAMIYAT (COMPULSORY)	100	91
4	PAKISTAN STUDIES	100	90
5	MATHEMATICS	150	100
6	PHYSICS	150	125
7	CHEMISTRY	150	125
8	COMPUTER SCIENCES	150	141
TOTAL		1100	890

( Marks in Words ) The Candidate has passed and obtained marks EIGHT HUNDRED NINETY.

Internal Assessment/ Grade awarded by Institution A+



Gujranwala Dated 15th July, 2019

**SECRETARY**  
CS CamScanner  
CS CamScanner

Note: This certificate is issued without alteration or erasure. (Grades over 100)

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
GUJRANWALA**

N<sup>o</sup> 039945

C.P. 000001-164000-20022023

Roll No. 144620



Registration No. 2-2-1034537-19

Group PRE-ENGINEERING

Attempt (s). FIRST

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن گوجرانوالہ

**INTERMEDIATE EXAMINATION**

**ANNUAL 2021**

Certified that BILAL UL HASSAN

son of BASHIR AHMED

has qualified for award of Higher Secondary School Certificate Examination held

in the month of July / August as a REGULAR

candidate from SUPERIOR COLLEGE OF COMMERCE FOR BOYS, SATT SIRA CHOWK, SUGAR MILL ROAD, MANDI BAHU UD DIN



as per statement of marks given below and has obtained Grade C

**SUBJECT - WISE STATEMENT OF MARKS**

Sr.No.	SUBJECTS	MARKS		Percentile Score	Relative Grade
		Maximum	Obtained		
1	ENGLISH	200	106	53	D+
2	URDU	200	106	53	D+
3	ISLAMIC EDUCATION (COMPULSORY)	50	26	52	D+
4	PAKISTAN STUDIES	50	26	52	D+
5	PHYSICS	200	126	63	C
6	CHEMISTRY	200	117	58.5	D+
7	MATHEMATICS	200	74	37	E
<b>TOTAL</b>		<b>1100</b>	<b>581</b>		

( Marks in Words ) FIVE HUNDRED EIGHTY ONE

He has been given grade A by his institution on the basis of internal assessment

"The marks awarded are the best prediction of the performance and has been awarded under COVID-19 Examination Policy, hence considered as valid and fair "



Result Declaration Date: 14th October, 2021

Printing Date: 23-Apr-2024

*(Signature)*

**SECRETARY**

**Note:** This certificate is issued without alteration or erasure. (Grade)





# GOVERNMENT OF THE PUNJAB TRADE TESTING BOARD, LAHORE



S.No. 173076

REGISTRATION NO : P003-S0919B-018005

SESSION : SEPTEMBER 2019-(8)

CERTIFIED THAT : BILAL UL HASSAN

SON / DAUGHTER / WIFE OF : BASHIR AHMED

PARTICIPATED IN THREE MONTHS TRAINING COURSE

COMPUTER GRAPHICS

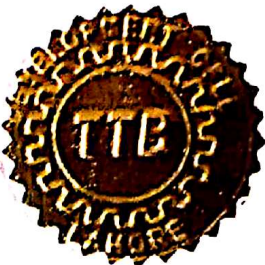
..AT THE PUNJAB COMPUTER COLLEGE MANDI BAHAUDDIN

HE/SHE HAS SECURED 84 % MARKS IN THE FINAL TRADE TEST  
CONDUCTED ON SEPTEMBER 26, 2019 BY THE TRADE TESTING BOARD

IN RECOGNITION THEREOF,

THIS CERTIFICATE IS AWARDED ON: OCTOBER 25, 2019

CHAIRMAN  
TRADE TESTING BOARD



*This Certificate is issued without alteration or erasure*