

MUZAMIL HUSSAIN

Current Location: : Al-Jubail, Kingdom of Saudi Arabia
Tel & WhatsApp : +050 8143995
Email: : muzamil.spectra@gmail.com
Iqama Status : Available and Transferable
Notice Period : Immediate.
Languages : English/Urdu/Hindi/Pashto



EDUCATION:	UNIVERSITY/BOARD/INSTITUTE:
Post-Graduation M.Com	University of Peshawar KP Pakistan
DIT	KP Board of Technical Education Pakistan

POST APPLIED FOR: Documents Controller

Objective:

To join a prestigious company that provides future potentials for advancement and professional growth, enhancing my capabilities and achieving higher level of responsibilities, organizational skills through professionalism and dedicated hard work.

SUMMARY OF WORK EXPERIENCE:

Over seventeen (17th) years of extensive work experience in Administrative side, out of them, around 7 years spent in K.S.A. These cover the work and responsibilities on administrative supervision, Covering detailed official activities and project implementation. Those experiences include a variety of heavy administrative works such as Human Resource, Admin, Logistics, Field monitoring includes project management, quality control, progress monitoring, Coordination and Finance.

Organization: DOOSAN Enerbility Saudi Arabia
Inclusive Date: Sep 2024 to Sep 2025.
Project: ECP Jafurah Cogeneration Plant (JCP) Jafurah
Position: Documents Controller.

Key Experience as Documents Controller.

- Skilled in implementation of Wrench & SharePoint (construction management software)

- for Document Management and Distribution on large scale projects.
- Manage all aspects of Wrench & SharePoint administration and Use.
- Well versed in Document Control Systems and Online Collaboration Tools.
- Skilled in Document Control Systems/ Tools and Electronic Data Management.
- Skilled in Office Automation and Document Management Courses.
- Skilled in Hard Copies Archiving and Library/ Record Management.
- Skilled and experienced in all documents control function and secretarial support.
- Design File Structure for the project to keep all the record of the project in a very organized manner and assist in setting up standard file indexes.

Job Responsibilities:

- MCC related documents Maintenance an organized and efficient document control system.
- Maintain an organized and efficient document control system, including both electronic and physical filing systems.
- Receive, log, and distribute incoming/outgoing documents to relevant departments or personnel in a timely manner.
- Ensure that all documents are properly labeled, classified, and stored according to established procedures and standards.
- Monitor document revisions and updates, ensuring that the latest versions are readily available to authorized users.
- Assist in the creation, formatting, and editing of documents as needed, including ensuring compliance with document templates and standards.
- Facilitate document review and approval processes, tracking progress and ensuring that deadlines are met.
- Perform regular audits and quality checks on document management processes to maintain accuracy and integrity.
- Design PowerPoint presentations for monthly divisional meetings with top-level executives
- Responsible for submission of project invoices. □
- Supporting and coordinating with HR department with for employee's vacation, Time sheets.
- Other duties as assigned by the Project Manager.

Organization: Samsung Engineering Saudi Arabia
Inclusive Date: Dec 2020 – to May-2023
Project: Hawiyah Unayzah Gas Reservoir Storage Project (HUGRS)
 (Saudi Aramco) Building SV
Position: Documents Controller.

Key Experience as Documents Controller.

- Skilled in implementation of ACONEX (construction management software) for Document Management and Distribution on large scale projects.
- Manage all aspects of ACONEX administration and Use.

- Well versed in Document Control Systems and Online Collaboration Tools.
- Skilled in Document Control Systems/ Tools and Electronic Data Management.
- Skilled in Office Automation and Document Management Courses.
- Skilled in Hard Copies Archiving and Library/ Record Management.
- Skilled and experienced in all documents control function and secretarial support.
- Design File Structure for the project to keep all the record of the project in a very organized manner and assist in setting up standard file indexes.

Job Responsibilities:

- Maintain an organized and efficient document control system, including both electronic and physical filing systems.
- Receive, log, and distribute incoming/outgoing documents to relevant departments or personnel in a timely manner.
- Ensure that all documents are properly labeled, classified, and stored according to established procedures and standards.
- Monitor document revisions and updates, ensuring that the latest versions are readily available to authorized users.
- Assist in the creation, formatting, and editing of documents as needed, including ensuring compliance with document templates and standards.
- Facilitate document review and approval processes, tracking progress and ensuring that deadlines are met.
- Perform regular audits and quality checks on document management processes to maintain accuracy and integrity.
- Design PowerPoint presentations for monthly divisional meetings with top-level executives
- Responsible for submission of project invoices. □
- Supporting and coordinating with HR department with for employee's vacation, Time sheets.
- Other duties as assigned by the Project Manager.

Organization: TR TECNICAS REUNIDAS (EPC Contractor)
SINOPEC ENGINEERING GROUP (Sub-Contractor)
Inclusive Date: January 2020 – November 2020
Project: Haradh and Hawiyah Field Gas Compression Project (Saudi
Aramco)
Position: Documents Controller.

Job Responsibilities:

- Maintain an organized and efficient document control system, including both electronic and physical filing systems.
- Receive, log, and distribute incoming/outgoing documents to relevant departments or personnel in a timely manner.
- Ensure that all documents are properly labeled, classified, and stored according to established procedures and standards.
- Monitor document revisions and updates, ensuring that the latest versions are readily available to authorized users.
- Assist in the creation, formatting, and editing of documents as needed, including ensuring compliance with document templates and standards.
- Facilitate document review and approval processes, tracking progress and ensuring that

deadlines are met.

- Perform regular audits and quality checks on document management processes to maintain accuracy and integrity.

Organization: SSEM Saudi Services for Electro Mechanic
Yanbu Distribution HUB Project (Saudi Aramco)
Inclusive Date: March 2018 – July 2019
Project: Haradh and Hawiyah Field Gas Compression Project (Saudi Aramco)
Position: Documents Controller.

Job Responsibilities:

- Maintain an organized and efficient document control system, including both electronic and physical filing systems.
- Receive, log, and distribute incoming/outgoing documents to relevant departments or personnel in a timely manner.
- Ensure that all documents are properly labeled, classified, and stored according to established procedures and standards.
- Monitor document revisions and updates, ensuring that the latest versions are readily available to authorized users.
- Assist in the creation, formatting, and editing of documents as needed, including ensuring compliance with document templates and standards.
- Facilitate document review and approval processes, tracking progress and ensuring that deadlines are met.
- Perform regular audits and quality checks on document management processes to maintain accuracy and integrity.
- Design PowerPoint presentations for monthly divisional meetings with top-level executives
- Responsible for submission of project invoices. □
- Supporting and coordinating with HR department with for employee's vacation, Time sheets.
- Other duties as assigned by the Project Manager.

Organization: Wasmi Holding Co.
Inclusive Date: September 2016 – December 2017
Project: Shaybah Interconnecting Pipelines Project Saudi Aramco.
Position: Administrative Assistant

Job Responsibilities:

- Managing official communication to field staff
- Processing of the payroll information, ensuring that all information is accurate
- Ensure the maintenance of an effective reporting system.
- Support to maintain an effective HR database and filing system, with proper files maintained for each staff member, both manually and electronically while maintaining confidentiality.
- Maintain a leave tracking system which allows HR to effectively manage leave for staff as appropriate
- Ensure time sheets are completed and signed by all staff and forwarded to Provincial

Office HRO.

- Support management in all administrative functions in the recruitment of staff
- Provide support to all managers and staff regarding staff relations and grievance and disciplinary issues Responsible for the accurate and filling of all employee grievance/disciplinary issues and where necessary consult to Provincial Office HRO for support.
- Ensure all filing systems are updated on a regular basis;
- Ensure the smooth and timely dissemination of information and advice on queries related to human resource.
- Analyze, monitor, adapt and respond to a variety of complex internal and external queries related to HR policies, rules and regulations in order to provide guidance to managers and staff to ensure process efficiency and successful adaptation of recommended practices in alignment with wider policies
- Manage all insurance related issues for staff
- Other administrative tasks as delegated by supervisor

Admin:

- Assistance in stock control consistent with organization protocols and procedures.
- Ensure that communications equipment is maintained for all fields
- Ensure logistical systems and procedures are maintained and records are up to date.
- Input into the weekly and monthly strips, and helping to ensure these are sent in a timely fashion.
- Perform other tasks assigned by the supervisor

PAKISTAN PROFESSIONAL EXPERIENCE DETAILS

Organization: *OPM UK (Oxford policy management).*

Inclusive Date: *March 2013 to July 2016.*

Project: *Monitoring of five Multi Donor Trust Funded Projects (MDTF) in the Collaboration with World Bank.*

Position: *Data collector/Field Monitor.*

1. Economic Revitalization of KP and FATA (ERKF).
2. Rural Livelihood and Community Infrastructure Project FATA (RLCIP)
3. FATA Urban Centers Project (FUCP)
4. Emergency Road Recovery Project (ERRP)
5. Southern Area Development Project (SADP)

Job Responsibilities:

- Verification of actions completed with SMEs.
- To visit businesses which received grants, and provide report on the use of these grants and if they are in line with the project objectives.
- To develop good relationships with relevant stakeholders, including but not limited to government departments and local levels, community elders, local Organizations and communities.
- Verification of the existence and quality of works and provision of equipment's.
- To visit communities every quarter at least, and select projects to be visited on random basis and provide report with pictures of the works and actions completed since last visit.
- To conducted Focal Group Discussion FGDs and to arrange In-Depth Interviews with community level and stakeholders.
- To evaluate the social impact of the project on the livelihood of deserving community.

- To identify the grievance mechanism adopted for running of project.

Organization: *SEED (Social efforts for education & development).*
Inclusive Date: *May 2012 to Feb 2013.*
Project: *Providing Drinking water facilities for IDPs affected in Lower Kurram agency (FATA) funded by RAPAIID CONCERN.*
Position: *Monitoring & Evaluation Officer.*

Job Responsibilities:

- *Identify any apparent issues in the program and report them to the appropriate personnel.*
- *Frequent visit to field for collection of program required data.*
- *Floating of questionnaires in order to assess the needs of local community.*
- *Assist in the implementation of the plan of action, review achievement and constraints and provide feedback accordingly.*
- *Supervise and train other personnel as appropriate.*
- *Provide background data on the other development agencies and activities in the area.*
- *Assist the community in the collection of baseline data about each village from time to time as advised by the Program Specialists through the project manager.*
- *Carry out linkage building activities to bridge the community and outside agencies both Government and non-government include projects, programs and donors in the agency.*
- *Coordination with Govt Organization and other stakeholders.*
- *Documenting program activities.*
- *Introduce project objectives and description in community and partner ABGs (CBOs).*
- *Motivate community and establish strengthened linkages with the community and community institutions for ensuring on-going support and community contribution.*
- *Keep close contacts to local community, identify their immediate nature, socio economic needs and send recommendation/report to Project Coordinator.*
- *Develop periodic field reports and progress reports related to specific project.*
- *Assist Finance/Admin Officer in related activities where required.*
- *Any other duty assigned by Project Coordinator in course of the project.*

Organization: *Children First.*
Inclusive Date: *Aug 2011 to May 2012.*
Project: *Shelter Kit for IDPs of Orakzai agency funded by UNHCR.*
Position: *Admin & Logistic Officer.*

Job Responsibilities:

- *Checks security arrangements of office premises and ensures safety of office and staff.*
- *Ensures provision of utility services in office like electricity, gas water, telephone, fax, internet etc and ensures continued supply without interruption.*
- *Checks misuse of office facilities by staff and report to Regional Project Manager.*
- *Assists RPM in acquiring rented premises and deals with landlord in all matters pertaining to rented premises.*
- *Undertakes all the work related to purchase of furniture, fixtures, office, equipment, computers, vehicles, air conditioners & elated procurement procedures (Tendering & Quotations).*
- *Negotiates service agreements with vendors.*

- Supervises drivers, peons, telephone operator, guards, sweeper etc and ensures efficiency on their part.
- Welcomes and looks after guests.
- Carries out travel arrangements including lodging and boarding of staff.
- Arrangements of Staff pick and drop Rota.
- Arrangements of vehicle Rota for Agency Offices and PMO.
- Arrangements for workshops, training etc.
- Prepared quarterly Inventory reports submitted to Project Director and share with donors as well.
- Ensures the inventory management & keep the inventory file/asset registered updated.
- Procurement of goods and services, and handling logistics for FATA and Peshawar offices.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Performs any other work assigned by the Project Director.

Organization: **RIPORT (Regional Institute of Policy Research & Training Peshawar).**

Inclusive Date: **Dec 2009 to June 2011.**

Project: **Psycho education & treatment for IDPs affected from Swat operation funded by UNHCR.**

Position: **HR Officer.**

Job Responsibilities:

- Recruiting and staffing.
- Organizational departmental planning.
- Performance management and improvement systems.
- Organization development.
- Employment and compliance to regulatory concerns regarding employees.
- Employee on boarding, development needs assessment, and training.
- Employee relations.
- Compensation and benefits administration.
- Employee safety, welfare, wellness and health.

Organization: **BECON Construction Ajman UAE**

Inclusive Date: **Oct. 2008 – Oct. 2009**

Project: **Emirates City Ajman UEA 2nos towers Emirates City Ajman (G+4PK+38 floors)**

Position: **HR Officer**

Job Responsibilities:

- Perform of the recruitment process including preparation of Time Sheets, Leave record, Payroll.
- Distribute official communication to field staff ; arrange for their signing by staff, and ensure these are sent back to Provincial Office HRO for filing
- Processing of the payroll information, ensuring that all information is accurate
- Ensure the maintenance of an effective reporting system.
- Support to maintain an effective HR database and filing system, with proper files maintained for each staff member, both manually and electronically while maintaining

confidentiality.

- Maintain a leave tracking system which allows HR to effectively manage leave for national staff as appropriate
- Ensure time sheets are completed and signed by all staff and forwarded to Provincial Office HRO.
- Support management in all administrative functions in the recruitment of staff
- Provide support to all managers and staff regarding staff relations and grievance and disciplinary issues Responsible for the accurate and filling of all employee grievance/disciplinary issues and where necessary consult to Provincial Office HRO for support.
- Ensure all filing systems are updated on a regular basis;
- Ensure the smooth and timely dissemination of information and advice on queries related to human resource.
- Analyze, monitor, adapt and respond to a variety of complex internal and external queries related to HR policies, rules and regulations in order to provide guidance to managers and staff to ensure process efficiency and successful adaptation of recommended practices in alignment with wider policies
- Manage all insurance related issues for staff
- Other administrative tasks as delegated by supervisor

Training & Workshops:

Workshop on Project Management on June 16, 2010 at Swat Serena Hotel organized by RIPOORT-MK Swat supported by UNHCR Facilitator IMS Peshawar.

Workshop on Strategic Management on June 17, 2010 at Swat Serena Hotel organized by RIPOORT-MK supported by UNHCR Facilitator IMS Peshawar.

Workshop on Project Cycle & Logical Framework Analysis (LFA) organized by RIPOORT-MK supported by UNHCR Facilitator Human Resource Learning Centre (HRLC) Islamabad

Skills:

- Proficient in Aconex, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Two months certificates in Peachtree Complete Accounting (Accounting Based Package).

- Strong organizational and time management skills
- Knowledgeable in IT systems administration and network management
- Familiarity with project management methodologies and tools
- Ability to adapt quickly to new technologies and environments

Personal Competencies:

- * Ability to work in a fast-paced environment to set deadlines
- * Excellent oral and written correspondence with an exceptional attention to detail
- * Highly organized with a creative flair for project work
- * Enthusiastic self-starter who contributes well to the team

Effective communication and interpersonal skills in leadership and team work.

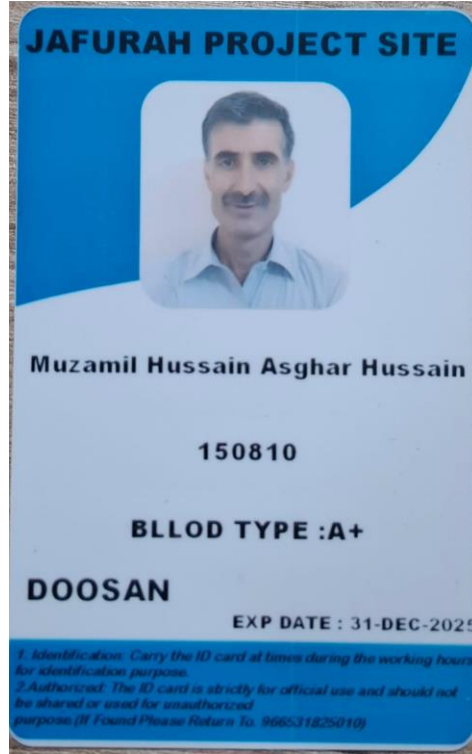
Willing to learn good work ethic and get along with people in confided surrounding.

Highly skilled in developing as well as fostering highly performing and organization teams.

Adaptable to change, able to master new concepts, skills and practices.

Ability to build and maintain positive public image of the organization.

Attention to detail with excellent decision-making skills.



Jafurah Cogen Project
Branch of Doosan Enerbility Co., Ltd.
Office No 105 & 106, 6579 King Fahd Branch Road. Al Arid District, P.O. Box 2660, Riyadh,
13334, Kingdom of Saudi Arabia

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. **MUZAMIL HUSSAIN** (مزمل حسين) of Pakistan Nationality with **Passport Number QF6903982** has been working with Doosan Enerbility Co. Limited, Jafurah Cogeneration project of Kingdom of Saudi Arabia as **Document Controller in our Electrical Department** from September 15, 2024 till September 30, 2025.

During his work tenure, we found that he is hardworking, honest, and reliable.

We wish him the best of luck for the betterment of his future and success in his future endeavours.

For and on behalf of

Doosan Enerbility Co. Limited.




Mr. Kitae Kwon
General Manager
Electrical Department
Jafurah Cogeneration Project



**SAMSUNG ENGINEERING
SAUDI ARABIA**

SAMSUNG SAUDI ARABIA CO., LTD.
C.R. 2055014964
Paid Capital: SAR 3,785,000,000
COC Membership: 1002

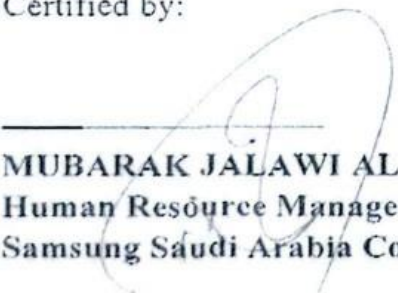
شركة سامسونج العربية السعودية المحدودة
سجل تجاري: ٢٠٥٥٠١٤٩٦٤
رأس المال المدفوع: ٣,٧٨٥,٠٠٠,٠٠٠
عرقه التجارية: ١٠٠٢

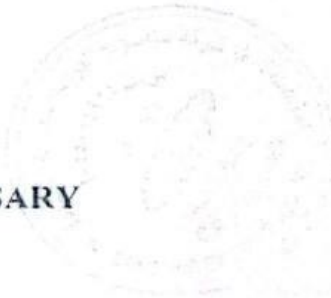
To Whom It May Concern

This is certified that **Mr. MUZAMIL HUSSAIN** has worked as **Document Controller** at SAMSUNG ENGINEERING SAUDI ARABIA for Two & Half years starting from (**DECEMBER 2020 TO MAY 2023**) Hawiyah Unayzah Gas Reservoir Storage Project (HUGRS). His role at SAMSUNG ENGINEERING as Document Controller was vital, and he always found excellent in the assigned tasks.

We SAMSUNG ENGINEERING SAUDI ARABIA congratulate him for his achievements during his job tenure at SAMMSUNG ENGINEERING and Wish him success in his future endeavor.

Certified by:


MUBARAK JALAWI AL DOSSARY
Human Resource Manager
Samsung Saudi Arabia Co., Ltd.





فرع شركة سينوبك انترناشيونال بترولايوم سيرفيس كوربوريشن
Branch of Sinopec International Petroleum Service Corporation

C.R. 2051029892

س.ت. ٢٠٥١٠٢٩٨٩٢

S.No. C 07010

01st December, 2013

EXPERIENCE CERTIFICATE

This is to certify that Mr. Muzamil Hussain Pakistani National bearer of Passport #

QF 6903982 was employed as Document Control from 1 Jan 2020 to 30 November 2020 with Haradh and Hawiyah Field Gas Compression Project

for Saudi Aramco. During his tenure we found him efficient enthusiastic and hardworking.

We wish him all the best in his future endeavors.

Mr. Li Jinxing
Admin Manager



Mr. Zhao Gangchen
Project Manager



Date: 15 July 2019

Ref: SSEM-19-709-YDH

To Whom It May Concern

This is certified that Mr. Muzamil Hussain has worked as Documents Controller with SSEM Yanbu Dist. Hub-ARAMCO Project from March 2018 to July 2019. His role was vital and he always found excellent in the assigned tasks.

We Wish him success in the future endeavor.

Regards,

Saudi Service for Electro Mechanic Works Co.

Ahmed Saad AL Nassir
Deputy General Manager



Date: 5 January 2018

EXPERIENCE CERTIFICATE

This is certified that Mr. **Muzamil Hussain** S/o Mr. Asghar Hussain Passport No QF 6903982 has worked as Administrative Assistant with Wasmil Holding Co project Shaybah Inter connecting Pipelines Project Saudi Aramco from September 2016 to December 2017. During his tenure we found him honest and hardworking.

We wish him success in the future endeavor.



HR Department

P.O. Box 21000 Al Ahsa – Oyoun- 31982 Kingdom of Saudi Arabia **E-mail:** info@wasmiholding.com.sa

Phone: +96635341178 **Fax:** +96635371176



15 Dec, 2015

TO WHOM IT MAY CONCERN

This is to confirm that **Mr. Muzammil Hussain S/O Mr. Asghar Hussain**, bearing **CNIC Number 21302-6840398-7**, has worked for OPM Islamabad on the following projects.

S. No.	Projects	Job Title / Dates
1	Third Party Monitoring Agent for KP, FATA and Baluchistan Multi-Donor Trust Fund	Field Monitor (20 Apr, 2013 – 31 May, 2013)
2	Third Party Monitoring Agent for KP, FATA and Baluchistan Multi-Donor Trust Fund	Field Monitor (01 Jun, 2013 – 31 Jan, 2015)

We would like to take this opportunity to thank **Mr. Muzammil Hussain** his contribution to the organization and wish him well in his future endeavors. During the period of his service, we found him sincere, hardworking and a keen learner.

OPM is a leading international development consultancy company with branch offices around the world including Pakistan (since 1995). Our organization enables strategic decision-makers to design and implement sustainable solutions for reducing social and economic disadvantage in low- and middle-income countries.


Taqveem Badshah
Finance Manager
Oxford Policy Management Ltd.



Generated by: Sara Raza on 16 Dec, 2015
09:08:22



Social Efforts for Education & Development
Opportunities to rebuilding lives of the vulnerable

TO WHOM IT MAY CONCERN

It is certified that Mr. Muzamil Hussain S/o Asghar Hussain has worked as M&E Officer from 2nd May, 2012 to 30th September, 2012 with Social Efforts for Education & Development (SEED) in our RAPID funded DISK Project in Kurram Agency. And from 1st October, 2012 to 28th February, 2013 as M&E Officer (SEED).

During his stay with SEED his performance was satisfactory. We wish him success in his future endeavors.


Manager
 Social Efforts for Education and Development



UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

**REGIONAL INSTITUTE OF POLICY
RESEARCH AND TRAINING PESHAWAR
MALGARO KOR**



**REGIONAL INSTITUTE OF POLICY
RESEARCH AND TRAINING PESHAWAR**

**REGIONAL INSTITUTE OF POLICY RESEARCH AND TRAINING (RIPORT) IS A REGISTERED,
NON PROFIT RESEARCH INSTITUTE BASED IN THE KHYBER PUKHTANKHWA SINCE 2005.**

*This is to certify that Muzamir Hussain S/o, D/o Mr/Ms. Asghar Hussain
has worked in the RIPORT as HR Officer in Psycho-Social Support Project
funded by UNHCR since 03/01/2009 from Dec. 01, 2009 to June 30, 2011*

*During his/her above his/her performance was satisfactory. We found him/her hardworking
and sincere.*

RIPORT wishes him/her success in his/her future endeavors.

Khalid Aziz

**Khalid Aziz
Chairman**

Abdur Rehman

**Abdur Rehman
Project Coordinator**



بيكون للإنشاءات
BECON CONSTRUCTION



TO WHOM IT MAY CONCERN

This is to certify that **Mr. Muzamil Hussain** has been working as **HR Officer** from Oct 2008 to Oct, 2009.

He is most honest, dedicated and professional. His work has been appreciated. He proved himself as a good asset for the above mentioned post.

I wish him best in future career.



for Becon Construction

Tel : 06-7422294 Fax : 06 7422295 P.O. Box : 20091 - Ajman - U.A.E.
Tel : 06-5620922 Fax : 06-5620923 P.O. Box : 31351-Sharjah - U.A.E.
Tel : 04-2660799 Fax : 04-2660833 P.O. Box : 111005 - Dubai - U.A.E.
E-mail: becon@emirates.net.ae



REGIONAL INSTITUTE OF POLICY RESEARCH & TRAINING
Malgaro Kor



CERTIFICATE OF PARTICIPATION

This certificate is awarded to

MR. MUZAMIL HUSSAIN

For participation in one day workshop on *Project Management* on June 16, 2010 at Swat Serena Hotel; organized by
RIPORT-MK Swat supported by UNHCR.

Abdur Rehman
Project Coordinator
RIPORT-MK

Dr. Wasif Jamal
Facilitator



REGIONAL INSTITUTE OF POLICY RESEARCH & TRAINING
Malgaro Kor



C E R T I F I C A T E O F P A R T I C I P A T I O N

This certificate is awarded to

MR. MUZAMIL HUSSAIN

For participation in one day workshop on *Strategic Planning / Management* on June 17, 2010 at Swat Serena Hotel; organized by
RIPORT-MK Swat supported by UNHCR.

Abdur Rehman
Project Coordinator
RIPORT-MK

Dr. Wasif Jamal
Facilitator



REGIONAL INSTITUTE OF
POLICY RESEARCH & TRAINING
PESHAWAR PAKISTAN

Human Resource Learning Centre

In collaboration with

RIPORT

Awards this certificate to

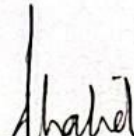
Mr. Muzamil Hussain

On successful completion of workshop on

“Project Cycle Management & Logical Framework Analysis (LFA)”

***From 24-27 September, 2010
at Peshawar***

Rifat Shams
Executive Director
Human Resource Learning Centre – Islamabad


Khalid Aziz
Chairmen
RIPORT - Peshawar

S. No. 128

Reg No. 2000/B-Sp.Gr/22



SKILL DEVELOPMENT COUNCIL PESHAWAR

A Joint Project of the National Training Bureau
Govt of Pakistan, World Bank, ILO, EFP

BRAINS DEGREE COLLEGE & Institute of Computer Sciences Peshawar

This is to certify that

Mr / Ms MUZAMMIL HUSSAIN

Son / Daughter of M. S. H. Qureshi

has successfully completed the following Computer Courses jointly organized by SDC Peshawar and BRAINS Degree College & Institute of Computer Sciences Peshawar

MS WINDOWS	MS WORD	MS ACCESS
MS EXCEL	MS POWER POINT	INTERNET
*****	*****	*****
*****	*****	*****

The course was conducted at BRAINS Degree College & Institute of Computer Sciences Peshawar. In recognition thereof this certificate is issued on the 20th day of May 2000

L. P. M. Khan
PRINCIPAL

BRAINS DEGREE COLLEGE
& INSTITUTE OF COMPUTER SCIENCES
PESHAWAR

F. A. Khan
CHAIRMAN

SKILL DEVELOPMENT COUNCIL
PESHAWAR

PROFESSIONAL INSTITUTE OF IT AND MANAGEMENT SCIENCES (PIIMS)

Certificate



S.No. 105

Reg No: 259

This is to certify that

Mr/Miss/Mrs. Muzamil Hussain

Son/Daughter/Wife of Asghar Hussain


Roll No. 210 has successfully completed the

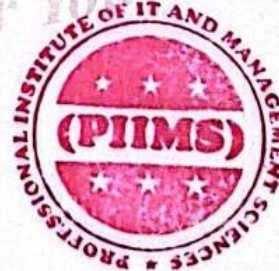
1. Peachtree Accounting
2. _____
3. _____
4. _____


started from 15/07/2008 to 15/08/2008

at PIIMS

Date 20/08/2008


Manager,
Academic




Director,
PIIMS



University of Peshawar (Pakistan)

Session ANNUAL 2002

This is to certify that

MUZANIL HUSSAIN

Son

of

ASGHAR HUSSAIN

and a student of Quaid -e- Azam College of Commerce, University of Peshawar having passed the prescribed examination in JANUARY 2003 ~~199~~ is this day admitted by the University of Peshawar

to the Degree of

Master of Commerce

in the FIRST Division

The Examination was taken as a whole ~~in parts~~

Specialisation: Accounting Group
~~Management Group~~

Serial No 001270

Registered No. 97-K/COM-705

Roll No. 101

Result Declared on MAY 26, 2003



M. Iqbal Khan
Registrar

Countersigned

M. Iqbal Khan
Vice-Chancellor

Verified and Found Correct

935

[Handwritten Signature]

Controller of Examinations
University of Peshawar

[Handwritten Signature]
5/7/24

[Handwritten Signature]

Registrar

PREPARED BY	<i>[Handwritten Signature]</i>
CHECKED	<i>[Handwritten Signature]</i>
DATE	2/7/04

Phone: 9216757
9216701-20
Ext.3064



**QUAID-E-AZAM COLLEGE OF COMMERCE
UNIVERSITY OF PESHAWAR**

NO. _____/QACC

Dated: 19-02-2003

EQUIVALENCE CERTIFICATE

Certified that according to the University Rules, vide University of Peshawar Calendar 1995 page 625 (xli) M.Com. Degree is equivalent to MBA degree.

PRINCIPAL
Quaid-e-Azam College of Commerce
University of Peshawar.

2003



University of Peshawar

(Pakistan)

Session ANNUAL 2001

MUZAMIL HUSSAIN

SON

of

ASGHAR HUSSAIN

and a student

of GOVT: COMMERCE COLLEGE PESHAWAR

having passed the prescribed examination held in JULY 2001 ~~19~~, is this day admitted by the University of Peshawar to the Degree of

Bachelor of Commerce [Honours]

in the SECOND division.

The Examination was taken as a whole / ~~in parts~~.

Serial No. 001449

Registered No. 97-KCOM-705

Roll No. 2868

Result declared on SEPTEMBER 27, 2001



M. Iqbal Khan
Registrar

Countersigned

Z. Iqbal Khan
Vice-Chancellor

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

University of Peshawar (Pakistan)

Session ANNUAL 2000

MUZANIL HUSSAIN SON of ASGHAR HUSSAIN and a student
of GOVT: COMMERCE COLLEGE KOHAT habing passed the

prescribed Examination held in JULY 2000 19XX, is this day admitted by the

University of Peshawar to the Degree of

Bachelor of Commerce

in the SECOND Division

The Examination was taken as a whole/ in parts

Serial No 004189

Registered No. 97-KCOM-705

Roll No. 1774

Result Declared on OCTOBER 16, 2000



M. Farooq Khan
Registrar

Countersigned

Z. Iqbal
Vice-Chancellor

S. No. 009132

Roll No. 6753

N.W.F.P. Board of Technical Education



PESHAWAR - PAKISTAN

DIPLOMA IN COMMERCE EXAMINATION

SESSION 19 97

(ANNUAL / SUPPLEMENTARY)

This is to certify that

MR. MUZAMIL HUSSAIN

SON OF MR. ASGHAR HUSSAIN

REGISTERED NO. GCC/KT/AC/95-2436

OF THE GOVT: COLLEGE OF COMMERCE KOHAT

HAS PASSED THE DIPLOMA IN COMMERCE EXAMINATION OF THE N.W.F.P. BOARD OF TECHNICAL EDUCATION, PESHAWAR HELD IN THE MONTH OF MAY, 1997 SECURING 369/750 MARKS AND WAS PLACED IN "D" GRADE.

THE CANDIDATE PASSED IN THE FOLLOWING SUBJECTS.

ACCOUNTS GROUP

- 1) ENGLISH
- 2) URDU
- 3) ISLAMIYAT/ PAK. STUDIES
- 4) ECONOMICS OF PAKISTAN
- 5) ENGLISH / URDU TYPEWRITING/ELEMENTARY STATISTICS & DATA PROCESSING ON COMPUTER
- 6) ACCOUNTING II
- 7) BANKING
- 8) ELEMENTS OF STATISTICS
- 9) APPLIED ACCOUNTS

In recognition thereof this

DIPLOMA IN COMMERCE

is awarded to her/him at Peshawar

on the 5th day of APRIL 19 99

Peshawar 5/4/1999

[Signature]
ASSISTANT SECRETARY

[Signature]
SECRETARY

N.W.F.P. Board of Technical Education



PESHAWAR - PAKISTAN

CERTIFICATE IN COMMERCE EXAMINATION

SESSION 19⁹⁶(ANNUAL / ~~SUPPLEMENTARY~~)

This is to certify that

MISS/MR. MUZAMIL HUSSAIN TURIDAUGHTER/SON OF MR. ASGHAR HUSSAINREGISTERED NO. GCC/KT/AC/95-2436OF THE GOVT: COLLEGE OF COMMERCE KOHAT

HAS PASSED THE CERTIFICATE IN COMMERCE (ACCOUNTS GROUP)

EXAMINATION OF THE N.W.F.P. BOARD OF TECHNICAL EDUCATION, PESHAWAR

HELD IN THE MONTH OF MAY, 19⁹⁶ BY SECURING 367/650MARKS AND WAS PLACED IN "C" GRADE.

THE CANDIDATE PASSED IN THE FOLLOWING SUBJECTS.

ACCOUNTS GROUP

- | | |
|--|--------------------------|
| 1) ENGLISH | 5) PRINCIPLE OF COMMERCE |
| 2) URDU | 6) ACCOUNTING I |
| 3) ISLAMIYAT / PAK. STUDIES | 7) BUSINESS ARITHMETIC |
| 4) ENGLISH / URDU TYPEWRITING | |

In recognition thereof this

CERTIFICATE IN COMMERCE

is awarded to her/him at Peshawar

on the 26th, day of AUGUST, 19⁹⁷Peshawar 26.8.1997

M. J. S.
ASSISTANT SECRETARY

M. J. S.
SECRETARY

S. No. PBR- 011285



Roll No. 147249

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION



Peshawar N.W.F.P. Pakistan
Secondary School Certificate Examination

SESSION 1995 (ANNUAL)
(SCIENCE GROUP)

THIS IS TO CERTIFY THAT Muzamil Hussain
Son/Daughter of Asghar Hussain
and a student of Govt High School, Alizai (Kurram Agency)
has passed the Secondary School Certificate Examination
of the Board of Intermediate and Secondary Education, Peshawar held in April 1995
as a *Regular candidate*. He/She obtained 489 Marks out of 850
and has been placed in Grade C Representing Good

The Candidate passed in the following subjects.

- | | | | |
|------------|---------------------|----------------|--------------|
| 1. English | 3. Islamiyat | 5. Mathematics | 7. Chemistry |
| 2. Urdu | 4. Pakistan Studies | 6. Physics | 8. Biology |

He/She has been awarded Grade A on the basis of internal assessment by the Institution concerned.

Date of birth according to admission form is Second May
one thousand nine hundred and Seventy Nine (02-5-1979)

Asstt. Secretary
28th July, 1995.

This certificate is issued without alteration or erasure.

Secretary