

## REHAN ULLAH

*Document Controller / Data Entry & Document Management Specialist*



📍 7421 Abdul Haq Ibn Ali Al Malki, Riyadh, Kingdom of Saudi Arabia

☎ +966 570573849

✉ ullah.rehan2003@gmail.com

🌐 <https://www.linkedin.com/in/rehan-ullah-37b299287>

**Gender** Male | **Iqama status** Transferable | **Availability** Immediately

### CAREER SUMMARY

Document Controller / Data Entry & Records Management Professional with 2.5+ years of experience supporting large-scale construction, hydropower, laboratory, and operational projects in Pakistan and Saudi Arabia. Skilled in maintaining accurate document control systems, managing records, and preparing reports using **MS Excel**, **Google Sheets**, and **SharePoint**, with working knowledge of **Aconex** (Oracle) Document Management System (DMS) workflows. Experienced in handling project documentation, operational data, and communication flow between teams and clients. Highly organized and detail oriented, ensuring accuracy, confidentiality, and efficient document flow in fast-paced project environments.

### WORK EXPERIENCE

*Jan 2025 - Till Date* **Labyrinth Company, AL ULA, KSA**

*Document Controller*

- Managed project documentation, records, and operational files, ensuring accuracy and easy retrieval.
- Maintained data entry and tracking of site and warehouse records using **MS Excel** and **Google Sheets**.
- Used **SharePoint** for document storage, sharing, and access control of project files.
- Prepared daily and weekly reports for management using structured digital formats.
- Monitored operational records and ensured proper documentation of stock and site activities.
- Coordinated with teams to ensure smooth document flow and timely updates.
- Maintained organized digital and physical filing systems in compliance with company procedures.
- Coordinated with **internal teams** and **external clients** to ensure accurate document submission, updates, and communication flow.
- Supported site operations through documentation control, reporting, and administrative coordination tasks.

*Nov 2025 - Dec 2025* **OSTURI Restaurant, AL ULA, KSA**

*Data Entry Operator / Accounts & Operations Assistant*

- Maintained accurate daily transaction records, including billing entries, payments, and cash reconciliation reports.
- Operated **POS** system for order processing, sales recording, and payment tracking.
- Recorded and updated financial and operational data using **MS Excel** and manual/soft registers.
- Ensured proper cash handling procedures and maintained accuracy in cash register operations.
- Handled customer service queries and ensured smooth service delivery.

- Supported management in administrative tasks, reporting, and daily operational documentation.

*Aug 2024 - Jul 2025* **Toxicology/ Fisheries Laboratory, Department of Zoology, Hazara University, Pakistan**  
*Research Assistant / Document Controller*

- Maintained and organized laboratory and research documentation, ensuring accurate filing, easy retrieval, and proper record control.
- Managed data entry, verification, and record updating using **MS Excel, Word, and SPSS**.
- Prepared and formatted reports, research records, and data summaries using MS Office tools and PDF formatting software (Adobe Acrobat).
- Handled research data with strong attention to accuracy, confidentiality, and proper documentation standards.
- Assisted in developing and maintaining structured data and document management systems.
- Supported team members by ensuring accurate record keeping, file organization, and timely updates of datasets and reports.
- Coordinated document sharing and communication through email systems (**Outlook/Gmail**) and digital file management tools.
- Exposure to **Aconex** (Oracle) document management workflows, including submittals, transmittals, and approval cycles.

*Feb 2023 - Feb 2024* **CGGC - DESCON Joint Venture - Mohmand Dam Hydropower Project (800 MW), Pakistan**  
*Document Controller (Part-Time)*

- Managed and controlled project documentation using structured filing systems for engineering and construction records.
- Registered, tracked, and transmitted documents including WIR, MIR, reports, and technical submittals in coordination with project teams.
- Maintained accurate logs and ensured timely submission and distribution of project documents.
- Coordinated with engineers, supervisors, and contractors to ensure proper documentation flow and approvals.
- Prepared and submitted daily, weekly, and monthly project reports.
- Ensured all documents were properly recorded, updated, and easily retrievable in compliance with project standards.
- Assisted in maintaining document control procedures and improving workflow efficiency.
- Supported site activities by maintaining accurate records of inspections, reports, and communications.
- Provided support to HSE team by maintaining safety documentation, inspection records, and incident reports.

## EDUCATION

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*Sept 2021 - Jul 2025* **Bachelor of Science (B.S.) in Zoology, Environmental Science and Toxicology**  
*Hazara University Mansehra, Pakistan ([www.hu.edu.pk](http://www.hu.edu.pk))*

**CGPA:** 3.59/4.00 | 78/100%

*Aug 2019 - Jul 2021* **Higher Secondary School Certificate (equivalent to A-Level)**  
*The Knowledge School and College Khal, Dir Lower, KPK*

- Passed all courses with 1<sup>st</sup> Division.
- Studied Biology, Chemistry, Physics etc.

*Apr 2016 - Mar 2018* **Secondary School Certificate (equivalent to O-Level)**  
**Government High School Shekowli, Dir Lower, KPK**

- Passed all courses with 1<sup>st</sup> Division.
- Studied in Group Science.

## SKILLS

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- Data entry, data cleaning, and accurate record management.
- Document Control, File Management & Documentation Systems.
- MS Office: **Excel, Word, PowerPoint** (Reporting, Tracking & Formatting).
- **Google Sheets & SharePoint** for data management and document control.
- Working knowledge of **Aconex (Oracle)** Document Management System (**DMS**) workflows.
- Report Preparation & Maintenance of Organized Documentation Systems.
- Strong Attention to Detail, Accuracy & Data Confidentiality.
- Time Management, Multitasking & Ability to Meet Deadlines.

## LANGUAGES

- **English** – Proficient (written and spoken)
- **Arabic** - Beginner
- **Urdu** – Native

## CERTIFICATION

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- AI for Everyone ([coursera.org/verify/RTVWAT83VAFA](https://coursera.org/verify/RTVWAT83VAFA)).
- Establishing a Professional ‘Self’ through Effective Intercultural Communication ([coursera.org/verify/MFP2JED4LEMT](https://coursera.org/verify/MFP2JED4LEMT)).
- Project Management (*Certificate ID. 6255854832RU*).
- Business Proficient English as a Second (*Certificate ID. 3198881856RU*).
- Computer Basic Course (*UNI TECH INSTITUTE OF TECHNOLOGY KHALL*).

## REFERENCES

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- Available upon request.



## **EXPERIENCE LETTER**

*Date: April 05, 2026*

### **To Whom It May Concern**

This is to certify that **Mr. Rehan Ullah** was employed with Labyrinth Company, Al Ula, Kingdom of Saudi Arabia, from *January 2026 to March 2026* as a **Document Controller**. During this period, they assisted in daily operations and overall site management, supervised warehouse activities to ensure smooth workflow, and maintained accurate documentation, records, and inventory reports. They were also responsible for monitoring stock levels, coordinating incoming and outgoing shipments, and ensuring accurate data entry of warehouse operations.

In addition, they prepared daily and weekly reports for management, supervised staff to ensure timely completion of tasks, and maintained workplace organization, safety, and cleanliness standards. They coordinated effectively with team members to support smooth operations and demonstrated professionalism, reliability, and a strong work ethic throughout their tenure.

*Dania  
Sanobar*

**Ms. Dania Snobar**  
Project Manager, Labyrinth Company  
[rania@shootonset.com](mailto:rania@shootonset.com)

*Date: Jan 10, 2026*

## **EXPERIENCE LETTER**



### **To Whom It May Concern,**

We hereby certify that REHAN ULLAH son of SHER MUHAMMAD KHAN was employed at OSTURI Restaurant, Al Ula, KSA, from Nov, 2025 - Dec, 2025 in the role of Data Entry Operator / Accounts & Operations Assistant.

During this period, they were responsible for managing daily cash transactions, including billing, payment processing, and reconciliation, while ensuring accuracy in all financial dealings. They efficiently operated the POS system for order processing and maintained proper financial records to support daily operations.

In addition, they provided customer support by handling orders and addressing queries to ensure a satisfactory dining experience. They coordinated with kitchen staff for timely service, prepared daily sales summaries, and assisted in tracking revenue. They also supported administrative tasks, maintained proper documentation, and assisted management in routine operational activities. Throughout their tenure, they demonstrated reliability, attention to detail, and a professional approach to their work.

**Mr. Abu Hani**

Manager, OSTURI Restaurent, AL ULA, KSA

+966 556753123

*Abu Hani*



# CGGC-DESCON JOINT VENTURE

Mohmand Dam Hydropower Project Management in Pakistan

Date: 18/02/2024

## To Whom It May Concern

This is to certify that **Mr. Rehan Ullah s/o Sher Muhammad Khan** has been worked as a part time in China Gezhouba Group of Companies (CGGC) as a **DOCUMENT CONTROLLER** under the Company employee RC at our 800 MW Mohmand Dam Hydropower Project (MDHPP) construction phase from Feb, 16 2023 - Feb, 16 2024.

We found him professionally dedicated and hardworking. He always worked in the better interest of the organization. He is very proficient and Professional in his work. He is also very well mannered, reliable, and trustworthy. During his stay at our company, he had never given us a chance to Complain about him.

We wish him all the best in his Future Endeavors. For China Gezhouba Group of Companies (CGGC).

### Project Manager MDHPP

Mr. Zong Chu Bing



CGGC-DESCON JOINT VENTURE



# DEPARTMENT OF ZOOLOGY HAZARA UNIVERSITY

GARDEN CAMPUS MANSEHRA

URL: [www.hu.edu.pk](http://www.hu.edu.pk)

Tel: 0997-414266, Fax: 0997-530046

F.NO. 185/HU/Zool/2025/169

Date: July 08, 2025

## CERTIFICATE OF RESEARCH ASSISTANTSHIP


This is to certify that **Mr. Rehan Ullah**, son of **Sher Muhammad Khan**, has been served as a Research Assistant at the Fisheries Laboratory, Department of Zoology, Hazara University, Pakistan, from August 2024 to July 2025.


During his tenure, he has actively participated in research projects pertaining to environmental toxicology, aquatic ecophysiology, and ecological risk assessment. His work has primarily focused on assessing the toxicological impacts of environmental pollutants, such as pharmaceuticals, heavy metals, microplastics, pesticides, and nanoparticles, on freshwater organisms. Through comprehensive biomarker-based toxicity assessments, he has investigated hematological, biochemical, immunological, genotoxic, and endocrine responses in fish models.

He has also contributed significantly to molecular and statistical data analysis, including Principal Component Analysis, Pearson correlation analysis, and ecotoxicological data interpretation using SPSS and OriginLab. He is also proficient in QGIS for ecological mapping and habitat analysis.

Additionally, he has been involved in scientific writing, data management, laboratory procedures, and has assisted undergraduate students in their thesis work by guiding them in research methodologies and laboratory techniques. He has participated in several international conferences as an attendee and contributed to interdisciplinary collaborative projects. He has consistently demonstrated professionalism, scientific integrity, and dedication to advancing research in aquatic toxicology.

We extend our heartfelt wishes for his continued academic and professional success.

  
Dr. Shehzad Ghayyur  
Lecturer, Department of Zoology  
Hazara University Mansehra, Pakistan  
E-Mail: [sgmzoologist1989@gmail.com](mailto:sgmzoologist1989@gmail.com)  
Cell No: +92 3048734403

  
Dr. Shumaila Noreen  
Chairperson, Department of Zoology  
Hazara University, Mansehra, PK

Serial No. B014630



Registration No. HU-211-203028

Print Date 24 Sep 2025

Roll No. 203-211028

# HAZARA UNIVERSITY

Mansehra, Pakistan



The University in recognition of the fulfilment of prescribed requirements has conferred upon **Rehan Ullah** Son of **Sher Muhammad Khan** the Degree of **Bachelor Of Studies In Zoology** in the examination held in Spring Semester 2025. He was enrolled in the session Fall Semester 2021 and secured CGPA **3.59** .



Controller of Examinations

Vice Chancellor

Registrar





COURSE  
CERTIFICATE

Dec 13, 2023

Mr Rehan Ullah

has successfully completed

AI For Everyone

an online non-credit course authorized by DeepLearning.AI and offered through Coursera



A handwritten signature in blue ink that reads 'Andrew Ng'.

Andrew Ng  
Founder, DeepLearning.AI  
Co-founder, Coursera

Verify at:

<https://coursera.org/verify/RTVWAT83VAFA>

Coursera has confirmed the identity of this individual and their participation in the course.



Oct 31, 2023

**Mr Rehan Ullah**

has successfully completed

**Establishing a Professional 'Self' through Effective Intercultural Communication**

an online non-credit course authorized by National University of Singapore and offered through Coursera

*Misty Cook*

Misty Cook  
Instructor  
Centre for English Language Communication

**COURSE  
CERTIFICATE**



Verify at:  
<https://coursera.org/verify/MFP2JED4LEMT>

Coursera has confirmed the identity of this individual and their participation in the course.



*Saylor Academy awards*

**Rehan Ullah**

*this certificate of achievement for*

**ESL005: Business-Proficient English as a Second  
Language**

Issue Date: March 13, 2024

Certificate ID: [3198881856RU](#)

  
Michael J Saylor

 **saylor.org**  
ACADEMY

# UNI TECH INSTITUTE OF TECHNOLOGY KHALL



## COURSE COMPLETION CERTIFICATE

This award is presented to

**REHAN ULLAH**

has successfully completed the **Computer Basic Course**  
under the **Trade Testing Board, Peshawar.**

The candidate has fulfilled all the academic and practical requirements of the course  
and is therefore awarded this certificate of completion.

**Session: January - February 2021**

**UTIT: Reg.No:24207**



**Principal**  
Uni-Tech Institute of Technology  
Peshawar