



# Muhammad Ihtasham Yousaf

## Document Controller / Sales Coordinator

**Jubail, Saudi Arabia**

**Contact: +966567249694**

[ihtashamawan3@gmail.com](mailto:ihtashamawan3@gmail.com)

### **Objective**

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To obtain a challenging position as a sales coordinator & Document Controller in a reputable organization where I can utilize my skills in sales coordination, document management, reporting, and administrative support to improve operational efficiency and contribute to the company's growth.

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### **Core Skills**

- Document Control & Record Management
- Sales Coordination & Order Processing
- Data Entry & Documentation Accuracy
- Customer Relationship Management (CRM)
- Document Filing & Archiving Systems
- Quotation & Invoice Preparation
- MS Office (Excel, Word, Outlook)
- Reporting & Data Analysis
- Communication & Coordination Skills
- Time Management & Multitasking
- Inventory & Logistics Coordination
- Quality Compliance & Confidential Handling

### **Key Responsibilities**

### **Document Controller**

- Manage and maintain all project and company documents systematically
- Ensure proper document numbering, filing, and easy retrieval
- Track revisions and maintain version control of documents
- Prepare and submit transmittals for document distribution
- Maintain confidentiality of sensitive documents
- Support audits by providing required documentation

# **Sales Coordinator**

- Process customer orders and ensure timely delivery
  - Prepare quotations, invoices, and sales reports
  - Coordinate with sales team and clients for smooth operations
  - Maintain customer records and follow up on inquiries
  - Track inventory and coordinate with logistics team
  - Handle customer queries and provide support
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## **Educational Qualification**

**University of The Punjab**

2021-2025

(BBA) Bachelor's Degree in Business Administration

**Government Shalimar Post Graduate College Lhr**

2017-2019

(ICS) (Intermediate in Computer sciences)

**Government Dar Ul Furqan High School Lhr**

2015-2017

(Matric) (Computer science)

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## **Professional Experience**

### **DOCUMENT CONTROLLER**

**NAWAFAA HAMEED ALRASHIDI COMPANY— AL JUBAIL, KSA**

**February 2026– Present**

#### **Key Responsibilities.**

- Manage and control all incoming and outgoing documents in an organized manner
- Maintain proper document filing systems (physical & electronic) for easy retrieval
- Ensure correct document numbering, formatting, and classification
- Track document revisions and maintain version control
- Prepare and manage document transmittals and distribution logs
- Coordinate with internal departments (engineering, QA/QC, project teams)
- Ensure documents comply with company standards and ISO requirements
- Maintain confidentiality of sensitive and critical documents
- Monitor document approval workflows and follow up for pending approvals
- Archive and retrieve documents as per project or company requirements
- Support internal and external audits by providing required documentation
- Update document registers, logs, and tracking systems regularly
- Ensure timely submission of documents to clients and stakeholders

- Handle data entry with high accuracy and attention to detail
  - Assist in implementing document control procedures and improvements
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## **SALES COORDINATOR/ DOCUMENT CONTROLLER**

**NA Enterprises — Lahore, Pakistan**  
**January 2023 – December 2025**

### **Key Responsibilities**

- Coordinate daily activities of the sales team to ensure smooth workflow and timely completion of tasks.
  - Prepare and process sales quotations, proposals, and contracts for clients.
  - Manage customer orders from receipt to delivery, ensuring accuracy and timely processing.
  - Maintain and update customer records and sales data in CRM or ERP systems.
  - Generate sales reports, forecasts, and performance analysis for management.
  - Communicate with customers to provide product information, order status updates, and resolve inquiries.
  - Coordinate with logistics, warehouse, and finance departments to ensure smooth order fulfillment and invoicing.
  - Assist the sales team in preparing presentations, sales materials, and marketing documents.
  - Monitor inventory levels and coordinate with supply chain teams to prevent stock shortages.
  - Schedule and organize sales meetings, client appointments, and internal sales reviews.
  - Track sales targets and KPIs to support the achievement of company revenue goals.
  - Support the sales team with administrative tasks and documentation management.
  - Handle customer complaints and service issues, ensuring timely resolution and customer satisfaction.
  - Maintain proper documentation of sales contracts, agreements, and client communications.
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## **ACCOUNTS OFFICE ASSISTANT**

**NORTHERN TOOLINGS PVT LTD. — Lahore, Pakistan**  
**April 2019 – December 2022**

- Responsible under the guidance of the Accounts Department to visit banks for all deposits and submitting documents.
- Responsible to provide assistance to accounts department in day-to-day tasks of making vouchers and manually entries of daily cheques received.
- Assist in counter checking of manual record.
- Responsible to submit Tender and take position of Tenders in financial & Technical Bids of Government Parties e.g SNGPL.
- Responsible to Collect cheques from parties under instructions of receivable section with Authority of Company.

## **Personal Strength**

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- Strong communication skills
- Problem solving ability
- Attention to detail
- Ability to work under pressure
- Strong Organizational skills

## **Technical Skills**

- CRM Systems
- Microsoft Office (Excel, Word, PowerPoint)
- ERP Systems (SAP / Oracle)
- Data Analysis & Reporting

## **Languages**

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- English —Fluent
  - Urdu/Hindi
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# UNIVERSITY OF THE PUNJAB FINAL TRANSCRIPT

## Bachelor's Studies Business Administration

**Degree Program** Bachelor's Studies Business Administration  
**Student Name** Muhammad Ihtasham Yousaf  
**Father Name** Muhammad Yousaf  
**Institute** Government Dyal Singh Graduate College, Lahore

**Duration** 4 Years  
**Academic Session** 2021-2025  
**University Reg. No.** 2021-y-270  
**Roll No.** 2021-060850  
**Exam Type.** Semester System



### FIRST SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
COMP-111	Computer (Introduction and Applications)	82	3	A-	3.7
ENG-111	English-I (Language in Use)	69	3	B-	2.7
BBA-101	Introduction to Business	68	3	B-	2.7
ISE-111	Islamiat/Ethics	70	2	B	3
ECON-101	Principles of Micro Economics	53	3	D	1
MATH-111	Elementary Mathematics-I (Algebra)	56	3	C-	1.7
HQ-001	Tadrees Tarjima Quran	80	0	A-	3.7

CH: 17 GPA: 2.44

### SECOND SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
ENG-112	English-II (Academic Reading and Writing)	70	3	B	3
ECON-102	Principles of Macro Economics	57	3	C-	1.7
BBA-102	Principles of Management	75	3	B+	3.3
BBA-103	Financial Accounting (Basic)	59	3	C	2
BBA-104	Introduction to Psychology (BBA)	76	3	B+	3.3
HQ-002	Translation of Holy Quran	74	1	B	3
PST-111	Pakistan Studies	71	2	B	3

CH: 18 GPA: 2.72 CGPA: 2.58

### THIRD SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
ENG-221	English-III (Business Communication-I)	60	3	C	2
STAT-211	Elementary Statistics	62	3	C+	2.3
BBA-201	Principles of Marketing	70	3	B	3
BBA-202	Financial Management (Basic)	58	3	C	2
BBA-203	Cost Accounting	72	3	B	3
BBA-204	Database Management System	70	3	B	3
HQ-003	Translation of Holy Quran	85	0	A	4

CH: 18 GPA: 2.55 CGPA: 2.57

### FOURTH SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
ENG-222	English-IV (Business Communication-II)	75	3	B+	3.3
BBA-205	Financial Accounting (Advanced)	51	3	D	1
BBA-206	Mercantile Law	67	3	B-	2.7
BBA-207	Money and Banking	76	3	B+	3.3
BBA-208	Visual Programming Concept	52	3	D	1
HQ-004	Translation of Holy Quran	68	1	B-	2.7
SOC-211	Introduction to Sociology	75	3	B+	3.3

CH: 19 GPA: 2.45 CGPA: 2.54

### FIFTH SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
BBA-301	Credit Management	63	3	C+	2.3
BBA-302	Business Research Methods	68	3	B-	2.7
BBA-303	Company Law	88	3	A	4
BBA-304	Web Engineering	61	3	C+	2.3
BBA-305	Human Resource Management	75	3	B+	3.3
HQ-005	Translation of Holy Quran	91	0	A	4

CH: 15 GPA: 2.92 CGPA: 2.60

### SIXTH SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
BBA-306	Auditing	68	3	B-	2.7
BBA-307	Taxation Management (Basic)	68	3	B-	2.7
BBA-308	Management Information System	76	3	B+	3.3
BBA-309	Development Economics	71	3	B	3
BBA-310	Current Business Affairs	71	3	B	3
BBA-311	Corporate Governance	80	3	A-	3.7
HQ-006	Translation of Holy Quran	68	1	B-	2.7

CH: 19 GPA: 3.05 CGPA: 2.68

### SEVENTH SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
BBA-401	Small Business Management	80	3	A-	3.7
BBA-402	Pakistan Economy	69	3	B-	2.7
BBA-403	Mathematics (Advanced)	51	3	D	1
BBA-406	Sales Management	74	3	B	3
BBA-407	Marketing Research	68	3	B-	2.7
HQ-007	Translation of Holy Quran	98	0	A	4

CH: 15 GPA: 2.62 CGPA: 2.68


### EIGHTH SEMESTER

C. Code	Course Title	Marks		Grade	Grade Points
		Obt.	CH		
BBA-410	Statistics (advanced)	54	3	D	1
BBA-411	E-Commerce	78	3	B+	3.3
BBA-412	Financial Institutions & Services	70	3	B	3
BBA-415	Advertising	73	3	B	3
BBA-416	Consumer Behaviour	56	3	C-	1.7
HQ-008	Translation of Holy Quran	70	1	B	3

CH: 16 GPA: 2.44 CGPA: 2.65

**CGPA: 2.65 OPM : 67.93 Credit Hours Earned : 137 Obtained : 3690 Total Marks : 5300**

Note: This result intimation is issued, errors and omissions excepted, as a notice only.  
An entry appearing in it does not itself confer any right or privilege independently to the grant of a proper Certificate/ Diploma/ Degree, which will be issued under the regulations in due course.

  
Assistant Controller/ Admin. Officer  
(Examinations)

Result Date 29-09-2025  
Print Date 02-10-2025

SMS4Y

27677



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E-mail: na.tex@live.com  
Web: www.naenterprises.com.pk

**NA**  
ENTERPRISES



## EXPERIENCE LETTER

### TO WHOM IT MAY CONCERN,

This is to certify that MR. MUHAMMAD IHTASHAM s/o M.YOUSUF has been employed with NA ENTERPRISES as a QUOTATION COORDINATOR from 1ST JAN-2023 to 15-DEC-2025.

During his tenure, he has been responsible for preparing and coordinating quotations, analyzing customer requirements, maintaining pricing records, liaising with sales and procurement teams, and ensuring timely submission of quotations to clients. He has demonstrated strong coordination skills, attention to detail, and a professional approach in handling clients and internal stakeholders.

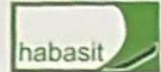
He has performed his duties sincerely and to the best of his abilities. His conduct has been satisfactory throughout his employment with us.

We wish him continued success in his professional career.

Sincerely,

for NA ENTERPRISES

18/12/2025



FALCON RED POWER



Juyuan

NAVEEDTECH

KAIJIA





# CERTIFICATE

Certificate No: **5b0a9527**

## — of Completion —

This is to certify that

***Muhammad Ihtasham Yousaf***

S/o Muhammad Yousaf, having CNIC # 3520283982599, has successfully completed the

### Soft Skills Training

"This certification is recognized by **OEC & ICMPD** for enhancing employability skills and career readiness."

Training Duration: **3 Days / 1 Hour**

Completion Date: **January 16, 2026**

*Ms. Marija Raus*

**Ms. Marija Raus**

Head of Region Silk Routes, ICMPD



*Mr. Naseer Khan Kashani*

**Mr. Naseer Khan Kashani**

Managing Director, OEC

Registration No: LHR-12-CB25-001-22-15

Sr. No: PVT-CBT-20830



Government of Pakistan

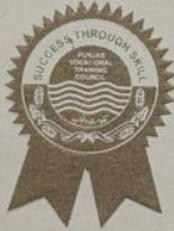


## NATIONAL CERTIFICATE

It is certified that MUHAMMAD IHTASHAM YOUSAF S/D/O MUHAMMAD YOUSAF  
holding CNIC/ B-Form 35202-0459784-7 has been awarded

National Certificate of Vocational Qualification  
In Information Technology (Computer Operator)  
on fulfilling the requirements in level 2  
National Vocational Qualification Framework (NVQF)

through National assessors authorized by  
Punjab Vocational Training Council (PVTTC)  
Issued on this 26th day of May 2023



**Manager**  
Examination & Certification  
Punjab Vocational Training Council  
(PVTTC)

**Chairman**  
Punjab Vocational Training Council  
(PVTTC)

