



Name	Abdullah Qazi Ahmad
Position	Store Supervisor / Admin & Timekeeper
Years of Experience	9 years
Education	Masters in Arabic Literature
Areas of Specialization	Dedicated and organized administrative professional with over 9+ years of experience providing exceptional support to teams and executives in fast-paced environments. Skilled in office management, scheduling, and streamlining processes to enhance operational efficiency. Proficient in Microsoft Office Suite, data management, and maintaining confidentiality. Known for strong communication skills in Arabic, attention to detail, and a proactive approach to problem-solving. Committed to fostering positive workplace relationships and delivering high-quality administrative support.
Experience	<ul style="list-style-type: none"> • Preparation of Daily Manpower reports & Daily Progress reports for Riyadh Metro Project, Line-3 and circulating to Top management. • Managed office administration for Electrical Automation in Saudi Arabia (April 2022–Present), overseeing daily vehicle operations and fleet management. • Supported building contract work in Saudi Arabia (February 2021–March 2022), coordinating administrative tasks and project documentation. • Validated Site workers monthly time-sheets against the submitted Invoices by 3rd party manpower vendors and achieved cost saving. • Maintained logs for materials, managed petty cash for purchases, and ensured proper financial documentation. • Controlled documents for Riyadh Metro Line 3, ensuring compliance with project standards and accurate record-keeping. • Managed inventory logs, tracking stock levels and coordinating restocking to support operational needs.
Academic Qualifications	<ul style="list-style-type: none"> • Specialization in Islamic jurisprudence (Takhasus Fil Fiqahel Islamic) at Jamia Umar Karachi Pakistan 2010 _2011 • Specialist in Classical (Fusha) Arabic Literature at Jamia Umar Karachi Pakistan 2008 – 2010 • Graduate Certification Course (Shaadhat ul Alamia Dorah) in Hadith at Wifaq UL Madaris Multan 2008. • High School Certification (Shaadhat UI Aliya) in Hadith at Wifaq UL Madaris Multan Pakistan 2006. • Shaadhat UL Aamah in Hadith at Wiqah UL Madaris Multan, Pakistan 2004, • Shaadhat UL Al Khasah in Hadith at Wifaq UL Madaris Multan, Pakistan 2002 • Holder Of SSC Of examination of the B.I.S.E. Sindh, Pakistan Successfully • Completed Diploma in Computer Studies – MS Office – Word. Excel, Power Point, Corel Draw and Graphic Design

Communication Skills

Proficiency in Arabic, Urdu & English

IT Skills

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|---------------------|---------------------|
| • Microsoft windows | Microsoft Windows |
| • Office work | Printing / Scanning |
| • MS Word | PC handling |
| • MS Excel | Internet & Email |
| • MS Power Point | Corel Draw |
| • Graphic Design. | |

Personal Information

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| • Nationality | Pakistani |
| • Iqama | Transferable |
| • D.O.B | 10-01-1982 |
| • Religion | Islam |
| • Marital Status | Married |
| • Call Number | +966 – 560307586 |
| • Address | Hara Riyadh |

I am Well Disciplined. Honesty and good manners are my strongest virtue. I can adapt myself to any environment and situation and find it challenging to be given new goals in organization. I can communicate and work as a team member with people of any age group easily.