



SAQLAIN NASEEM

Passport: CY9854411 **Nationality:** Pakistani **Date of birth:** 1998/02/09

Place of birth: Muzaffarabad, Pakistan **Gender:** Male

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Work: Old Bara Road University Town Peshawar Kpk, Peshawar (Pakistan)

ABOUT ME

Detail-oriented and versatile professional with a diverse background as a Document Controller, Environmental Consultant, Chemist, and Personal Assistant to a General Manager. Skilled in managing documentation systems, supporting environmental compliance and laboratory analysis, and providing high-level executive support. Adept at handling confidential information, coordinating schedules, and ensuring smooth office operations. Strong organizational, communication, and multitasking abilities with a proven track record of reliability and efficiency across multiple roles.

WORK EXPERIENCE

Green Sustainable Enviro-Engineering Pvt Ltd – Peshawar, Pakistan

City: Peshawar | **Country:** Pakistan

Operations supervisor

[2023/08/03 – Current]

- Managed daily environmental operations and compliance tasks.
- Conducted testing and monitoring of air, water, and waste systems.
- Handled environmental instruments and ensured proper calibration.
- Supported audits, reports, and staff training on regulations and safety.

Pak Green Enviro-Engineering Pvt Ltd – Lahore, Pakistan

City: Lahore | **Country:** Pakistan

Document controller

[2022/07/13 – 2023/07/27]

- Managed and organized company documents, ensuring easy access and version control.
- Compiled and maintained reports, ensuring accuracy and timely submission.
- Handled both digital and physical records in line with company policies.
- Supported teams with up-to-date documentation and compliance tracking.

EDUCATION AND TRAINING

DIPLOMA OF ASSOCIATE ENGINEERING CIVIL TECHNOLOGY

Trend Setter College Of Technical Education and Vocational Training Muzaffarabad, AJK, Pakistan [

2020/06/04 – 2022/07/16]

City: Muzaffarabad | **Country:** Pakistan | **Field(s) of study:** Engineering, manufacturing and construction:

- Environmental protection technology
- Engineering and engineering trades not further defined

SECONDARY SCHOOL CERTIFICATE

Sky Link Model High School Balapeer, Muzaffarabad, AJK [2015/01/04 – 2017/02/13]

City: Muzaffarabad | Country: Pakistan

DRIVING LICENCE

Driving Licence: B1

Driving Licence: B

Driving Licence: BE

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Document management / Report compilation / Data entry and analysis / Record keeping / Basic computer skills (MS Office, Excel, Word / Monitoring and testing procedures / troubleshooting

HOBBIES AND INTERESTS

Reading Books, Sports, Exercise, Photography, Reading: Enhances knowledge and focus; keeps me updated on industry trends and general knowledge. **Fitness & Outdoor Activities:** Promote discipline, energy, and mental well-being. **Volunteering:** Builds teamwork, empathy, and communication skills. **Learning New Skills:** Constantly improving through online courses and personal development activities.

SOCIAL MEDIA EXPERT

SME

Developed and managed content across social media platforms to boost engagement.

Analyzed performance metrics to optimize campaigns and reach target audiences.

Created and scheduled posts, stories, and ads aligned with brand strategy.

Monitored trends and interacted with followers to grow online presence.

PERSONAL ASSISTANT

Personal Assist

Managed schedules, meetings, and travel arrangements efficiently.

Handled phone calls, emails, and correspondence on behalf of executives.

Maintained confidentiality while organizing documents and files.

Assisted with daily administrative tasks to ensure smooth operations.