

# AHTASHAM RIAZ

## CONTACT

- +966-57-0856009
- [ahtashamriaz2@gmail.com](mailto:ahtashamriaz2@gmail.com)
- Jeddah, Saudi Arabia

## EXPERIENCE

### Site Supervisor & Document Controller

Mega Productions, Jeddah – Saudi Arabia

#### September 2023 – Present

- Oversee site-level documentation and ensure compliance with project protocols.
- Maintain and update all incoming and outgoing correspondence (letters, emails, memos).
- Liaise between project team and head office for document transmission.
- Assist in site coordination and ensure timely execution of project-related tasks.
- Prepare daily reports and submit documentation per supervisor's instructions.

### Assistant Document Controller

Jadeed Group of Companies – Pakistan

#### August 2020 – September 2023

- Managed controlled documents, ensuring accuracy and easy retrieval.
- Maintained filing systems for multiple projects, both digital and hardcopy.
- Assisted in tax invoice creation and petty cash reporting.
- Handled routine office communication including fax, emails, and letters.
- Prepared reports, formatted official correspondence, and followed SOPs.

## SKILLS

- Document Control & Archiving
- Administrative & Office Management
- MS Office (Word, Excel, PowerPoint)
- Document Tracking & Filing Systems
- Tax Invoice Preparation
- Petty Cash Management
- Site Supervision & Coordination
- Communication & Multilingual Skills
- Adobe Photoshop & Flash
- Windows OS (98 to 10)
- Letter & Report Drafting
- Time Management & Team Collaboration

## DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

- Ahtasham Riaz**

## ABOUT ME

Dedicated and detail-oriented Document Controller and Site Supervisor with over 4 years of professional experience in documentation, administration, and site coordination. Proficient in managing controlled documents, preparing financial and tax-related statements, and maintaining project-specific records. Strong communication skills in English, Arabic, and Urdu, with a solid foundation in computer systems and office tools. Proven ability to work in a fast-paced environment, ensuring document integrity, accuracy, and confidentiality. Committed to delivering exceptional support and contributing to team success.

## EDUCATION

### Diploma in Information Technology - 2016

- Khanewal Institute - 97.32%

### Matriculation - 2009

- Multan Board - 70%

## PERSONAL DETAILS

- Date of Birth:** 16 January 1993
- Gender:** Male
- Marital Status:** Married
- Father's Name:** Muhammad Riaz

## COMPUTER SKILLS

- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- OpenOffice & Internet Applications
- Adobe Photoshop & Macromedia Flash
- Operating Systems: Windows 98, 2000, XP, Vista, 7, 8, 10

## DRIVING LICENSES

- Driving Licenses:** KSA (LTV, valid until 2028) | Pakistan (LTV, expired 2024)

## LANGUAGES

- English
- Arabic
- Urdu