



TO WHOM IT MAY CONCERN

**IT IS CERTIFIED THAT MR.ABDULLAH SHAH S/O RASOOL SHAH WORKED IN THIS AHLAN RETAIL STORES COMPANY (MAJMOOA BIN LADEN) AS A DATA ENTRY OPERATOR AND REMAINED AS (IN-CHARGE OF THE WAREHOUSE). DEALING WITH SUPPLIERS FOR THE PURCHASES OF THE MATERIAL AND TRANSFERING THE MATERIAL TO OUR 50 OUTLETS IN JEDDAH.
FROM 15 DECEMBER 2005 UP TO NOW. (2 YEARS)**

DURING THE JOB HE ALWAYS FULFILLED HIS OBLIGATIONS AND REMAINED SINCERE, PUNCTUAL AND DEVOTED TO HIS JOB. HE IS A WELL DISCIPLINED, WELL-DETERMINED AND WELL-MANNERED EMPLOYEE. HE BEARS GOOD MORAL CHARACTER.

WE PRAY FOR HIS BRIGHT FUTURE.

Shahid Roshni
ADMINISTRATER



KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

رخصة سيطرة
DRIVING LICENSE

المملكة العربية السعودية
وزارة الداخلية

عبد الله شاه

ABDULLAH SHAH

No. 2204064352

الرقم ٢٢٠٤٠٦٤٣٥٢

DOB 01/01/1980

تاريخ الميلاد ١٤٠٠/٠٢/١٣

Exp 12/08/2023

تاريخ الإنتهاء ١٤٤٥/٠١/٢٥

O+ فصيلة الدم

تاريخ الاصدار ١٤٣٥/٠١/٢٥

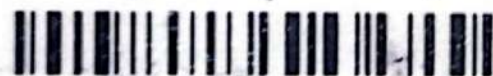
الفبوة بدون قيود

خاصة

النوع

باكستان

الجنسية



Date: 18-10-2018

“To whomsoever it may concern”

“WORK-EXPERIENCE CERTIFICATE”

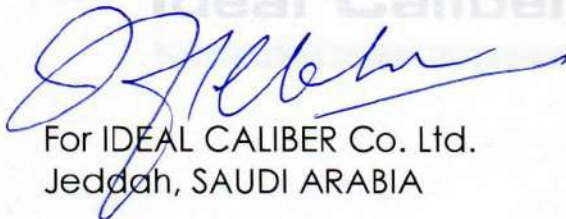
This is to certify that Mr. Abdullah Shah, Pakistani national of passport no. YK5144711 and Saudi ID # 2204064352 was working from JAN 2011 till to date here first as secretary to Executive Business Operations and later as a commercial co-ordinator.

As a secretary his job carries out the responsibility of assisting the Manager following his instructions, sending and receiving emails and so on.

As a commercial co-ordinator his job involves sending inquiries to suppliers, preparing and sending quotations, preparing custom's clearing documents, preparing and assembling technical submittals, assisting in L/C documents to the Bank.

We found him to be energetic and eager to learn and take new works and assignments.

We wish him good luck for all his future endeavours.



For IDEAL CALIBER Co. Ltd.
Jeddah, SAUDI ARABIA



ABDULLAH SHAH



EMAIL : shahgeekhan@gmail.com +92 340 3861955

POSITION APPLIED FOR: BUSINESS ADMINISTRATION & COMMERCIAL FIELD

PURPOSE: TO WORK IN A CHALLENGING ENVIRONMENT WHILE REALIZING GOALS OF PERSONAL GROWTH AND FULFILLMENT

Experience

TITLE: OFFICE COORDINATOR

30 MARCH 2011 UP TO 20 OCTOBER 2018 WORKING AS AN OFFICE COORDINATOR
AT DEAL CALBER COMPANY LTD JEDDAH SAUDI ARABIA.

- Correspondent all company email.
- Purchasing Materials and Sales Materials by internet convincing the customer.
- Preparing The Bank L/C papers.
- Sending quotation & Making of Purchase Order on ENJAZAT APPLICATION.
- Preparing Catalogues for different projects.
- Making Submittals & Compliance sheet for different Projects specification by Customer requirements.
- Preparing all Company foreign Purchase Order documents.

18TH JANUARY 2008 – UP TO 8TH JANUARY 2009 WORKED AT SACODECO WOOD
FACTORY (MAJMOOA BIN LADEN) JEDDAH SAUDI ARABIA.

TITLE: SECRETARY OF COST CONTROL MANAGER

RESPONSIBILITIES:

- MAINTAINING CENTRAL FILING SYSTEM
- SUSTAIN PETTY CASH
- SUSTAIN ALL RECEIVABLE INVOICES
- PREPARING MATERIAL INVOICES ON FOX PRO
- PREPARING MONTHLY TIME SHEET FOR ALL EMPLOYEES ON FOX PRO
- UPDATING MATERIAL OUT PUT FROM STORE ON FOX PRO
- UPDATING CUSTOMER SALES ORDERS ON FOX PRO
- CREATING CUSTOMER MASTER DATA ON FOX PRO

DECEMBER 2005 UP – TO JANUARY 2008 WORKED AT "AHLAN RETAILSTORES
COMPANY (MAJMOOA BIN LADEN) AS A

WAREHOUSE ASSISTANT- JEDDAH SAUDI ARABIA

RESPONSIBILITIES:

- WORKING ON ASCON APPLICATION FOR THE ACCOUNTS AND ASLO SAHLI SOFT APPLICATION FOR THE WAREHOUSE AT (Ahlani Retail Stores Co.) (IN-CHARGE OF THE WAREHOUSE) AT MAJMOOA BIN LADEN.
- DEALING WITH SUPPLIERS FOR THE PURCHASES OF THE MATERIAL TO OUR 50 OUT LETS IN JEDDAH.
- DELIVER THE MATERIAL BY ORDER TO CLIENTS ON SAHLI SOFT.
- PREPARING MATERIAL INVOICES ON SAHLI SOFT.
- UPDATING MATERIAL OUT PUT FROM STORE ON SHLI SOFT.
- PREPARING PRICES FOR THE MATERIAL AFTER PERCENTAGE.
- PREPARING CUSTOMER SALES ORDER ON SAHLI SOFT.
- PREPARING FILES FOR RECEIVABLE INVOICES.
- PREPARING INVENTORY AFTER EVERY SIX MONTHS.

Highlights

- ❖ MS OFFICE, WORD, EXCEL, WINDOWS 98- 2000, WIN NT, WINXP DATA ENTRY TYPING MASTER
- ❖ INTERNET & INTERNET SKILLFUL USAGE.
- ❖ SKILLFUL IN USING PC AND RELATIVE PROGRAMS.
- ❖ GOOD COMMAND IN MAINTAINING ACCOUNT.
- ❖ MAINTAINING ISO STANDRED FILLINGSYSTEM

Education

High School Diploma (Science) 1996

PROFICIENT LANGUAGES:

PUSHTO, ENGLISH, URDU, ARABIC.

Hobbies

AREAS OF INTREST

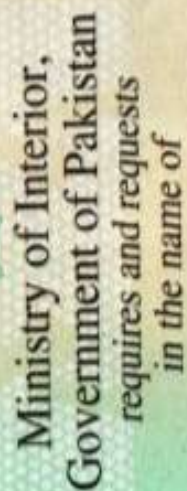
READING, TRAVELING, INTERNET, WATCHCRICKET, AS WELL MOVIES.

TIPS

IF A CHANCE HAS BEEN GIVEN TO ME I ASSURE THAT I WILL BE AN ASSET FOR THECOMPANY AND TAKE SATISFACTION OF MANAGEMENT AS WELL

PERSONAL DATA:

DATE OF BIRTH	:05/04/1980
NATIONALITY	:PAKISTANI
MARITAL STATUS	:MARRIED
CNIC:	17102-1137471-3
LICENCE:	VALID PAKISTAN & SAUDI ARAB
PASSPORT	YK5144712



The President
Islamic Republic of Pakistan
all those to whom it may concern
to allow the bearer
to pass freely without let or hindrance
and to afford the bearer such assistance
and protection as may be necessary

**Director General
Immigration and Passports.**

R3803025

PASSPORT

Country Code
PAK

Export Number
YK5144712

Surname
SHAH

ABDULLAH

Nationality
PAKISTANI

Date of Birth
05 APR 1980

M

Place of birth
CHARSADDA, PAK

SHAH, RASOOL

10 AUG 2023

Date of Expiry
08 AUG 2028

Citizenship Number
17102-1137471-3

Issuing Authority
PAKISTAN

Tracking Number
11251306178

Booklet Number
R3803025



P<PAKSHAH<<ABDULLAH<<<<<<<<<<<<<<<<<<<<<<<
YK51447120PAK8004059M28080821710211374713<00





PAKISTAN

ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card



Name

Abdullah Shah

عبدالله شاه



Father Name

Rasool Shah

رسول شاه

Gender

M

Country of Stay

Pakistan

Identity Number

17102-1137471-3

Date of Birth

05.04.1980

Date of Issue

06.05.2021

Date of Expiry

06.05.2031

Signature

Holder's Signature

54293

موجودہ پتہ: شیخانہ کندے، ڈھکی، تحصیل منگی، ضلع چارسدہ

17102-1137471-3



مستقل پتہ: شیخانہ کندے، ڈھکی، تحصیل منگی، ضلع چارسدہ

503421083195
139-80-633311

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں