




SAJJAD AHMED

• contact

-  +92302-8881524/+92355-7091918
-  islamabadtuc.shop123@gmail.com
-  Muzafarabad Azad Kashmir District
Neelum

• Personal Information

- Father Name: MUHAMMAD MANSHA
- Date of Birth: 05-03-1993
- Passport : MK1160582
- Marital Status: MARRIED
- Religion: Islam
- Nationality: Pakistani
- Gender: Male



• Profile

I am a dedicated professional with a Diploma in Multimedia and 8 years of diverse experience in roles such as Quality Control, Store Keeper, and Data Entry Administrator. Throughout my career, I have developed a keen eye for detail, excellent organizational skills, and the ability to manage and process data efficiently. My experience has allowed me to excel in maintaining high standards of quality, managing inventory, and ensuring smooth administrative operations. I am also proficient in handling multimedia tasks and utilizing computer applications like MS Office to streamline processes.

• Work Experience

Quality Control

FEB 28.2014 - JAN 2018

Department (MTC Controller) AGE STEEL DUBAI)

- **Product Inspection:** Ensure that all products meet quality standards through thorough inspections and testing.
- **Documentation:** Maintain records of quality checks, inspection results, and non-compliance reports.
- **Process Improvement:** Recommend improvements to production processes to enhance product quality.
- **Compliance Monitoring:** Ensure that all products comply with company standards and industry regulations.

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• Skills

- MS Office
- Assembling/Disassembling
- Trouble Shooting
- Installations
- System Analysis
- Information Systems
- Data Structure
- Adobe Creative Suite
- Photoshop
- Corel Draw.

• Language

- English
- Urdu
- Hindko
- Punjabi



Store Keeper

FEB 01.2018 -04 -18-2021

(AGE STEEL DUBAI)

- **Inventory Management:** Oversee the receipt, storage, and distribution of materials and products.
- **Stock Control:** Maintain accurate inventory records and perform regular stock checks to prevent shortages.
- **Order Fulfillment:** Coordinate with departments to fulfill material requests and ensure timely delivery.
- **Warehouse Organization:** Ensure that the storage area is well-organized and complies with safety regulations.

Data Entry Administrator

MARCH 1, 2015-SEP 30, 2015

Import/Export Company

- **Data Management:** Input and maintain accurate data in computer systems and databases.
- **Record Keeping:** Organize and manage records, files, and documents for easy retrieval.
- **Reporting:** Generate reports from data to support decision-making processes.
- **System Updates:** Ensure all systems are updated with the latest information and make corrections as needed.

• Education

- **I COM** | NATIONAL INSTITUTE OF COMMERCE SCIENCE AND TECHNOLOGY MZD
- **Matric** | GOVERNMENT BOYS HIGH SCHOOL SURGAN AJK
- **Multimedia Diploma** | MS WORD POWER POINT COREL DRAW ADOBE PHOTOSHOP OFFICE EXCEL INPAGE