

Jamil Hussain

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Professional Summary

Detail-oriented and versatile professional with experience in administrative support, document control, data entry, and site safety assistance. With two years of experience as a Transportation Office Clerk and Document Controller in the UAE, I have developed strong organizational, record-keeping, and invoicing skills. Additionally, I have knowledge in basic IT, MS Office tools, and workplace safety procedures, making me a well-rounded candidate for administrative and operational roles.

Key Skills

- ✓ Document Control & Records Management
- ✓ Administrative Support & Data Entry
- ✓ Invoicing & Financial Record-Keeping
- ✓ Microsoft Office (Excel, Word, Outlook)
- ✓ Transportation Office Administration
- ✓ Workplace Safety & Compliance
- ✓ Heavy Vehicle Operation & Maintenance
- ✓ Logistics & Fleet Management

Professional Experience

Transportation Office Clerk & Document Controller

UAE | 2 Years

- Managed and organized transportation-related documents for compliance and efficiency.
- Prepared and submitted invoices accurately, ensuring timely financial transactions.
- Handled data entry and record maintenance, ensuring accuracy in documentation.
- Assisted in administrative tasks, including email correspondence and report preparation.

Site Safety Assistant

UAE | 1 Year

- Assisted in maintaining a safe working environment by ensuring compliance with safety regulations.
- Conducted basic inspections to identify and report potential hazards.
- Supported site management in implementing health and safety protocols.

Heavy-Duty Machinery Experience

UAE | 2004 - 2018

- Operated and maintained heavy-duty machinery, including heavy trucks, heavy tractors, heavy trailers, and heavy buses.
- Worked with multiple companies in the UAE, ensuring safe and efficient transportation operations.
- Gained extensive experience in handling long-haul and local transportation duties.
- Adhered to safety regulations and best practices for operating heavy vehicles.

Education & Certifications

- Intermediate in Computer Science
- NEBOSH IGC Certification (2022)

Technical Skills

- ✓ Microsoft Excel & Word
- ✓ Basic IT & Desktop Support
- ✓ Data Entry & Reporting

Languages

- ✓ English (Fluent)
- ✓ Urdu/Hindi (Fluent)