

Jamil Hussain

Contact Information:

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Languages: English, Urdu/Hindi (Fluent)



Professional Summary Detail-oriented and versatile professional with expertise in administrative support, document control, data entry, and workplace safety. Over two years of experience as a Transportation Office Clerk and Document Controller in the UAE, proficient in record-keeping, invoicing, and compliance management. Strong technical skills in Microsoft Office and IT support, combined with extensive hands-on experience operating heavy-duty vehicles. Seeking an administrative or logistics role where I can leverage my skills for operational efficiency.

Experience

Licenses & Heavy Machinery Experience

UAE Valid Licenses: Heavy Truck, Heavy Bus, Heavy Tractor-Trailer, Light Vehicle

- **Heavy-Duty Machinery Operator** (UAE | 2004 - 2018)
 - Operated and maintained heavy vehicles, including trucks, tractors, trailers, and buses.
 - Ensured safe and efficient transportation operations with compliance to safety regulations.
 - Experienced in both long-haul and local transportation logistics.

Professional Experience

Transportation Office Clerk & Document Controller

UAE | 2 Years

- Managed and organized transportation-related documents for regulatory compliance.
- Processed and submitted invoices accurately for timely financial transactions.
- Handled data entry, record maintenance, and administrative support.
- Assisted in email correspondence, reporting, and document control tasks.

Site Safety Assistant

UAE | 1 Year

- Ensured compliance with workplace safety regulations and assisted in hazard identification.
- Conducted basic safety inspections and reported potential risks to management.
- Supported site management in implementing health and safety protocols.

Education & Certifications

- **Intermediate in Computer Science**
- **NEBOSH IGC Certification** (2023)
- **UAE Valid Driving License**
- High school Certification

Skills & Competencies

Administrative & Documentation

- Document Control & Records Management
- Administrative Support & Data Entry
- Invoicing & Financial Record-Keeping
- Transportation Office Administration

Technical & IT Skills

- Microsoft Office (Excel, Word, Outlook)
- Basic IT & Desktop Support
- Data Entry & Reporting