

MOHD JAHIDUL ISLAM

Riyadh, Saudi Arabia

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Skills

- Google Drive
- Microsoft Excel
- Time Management
- Programming
- Driving

Professional Summary

Attentive Document Control capable in overseeing enterprise-wide systems. Focused on supporting business goals with secure, organized and user-friendly document management. Seek every opportunity to improve classification and handling with effective strategies.

Experience

Upwork | Riyadh, Saudi Arabia

- January 2019 - Current
Freelance Data Entry Clerk
 - *Typing and data entry*
 - *Research*
 - *Form processing*
 - *Web scraping*

Hunger Station | Riyadh, Saudi Arabia

- March 2018 - Current
Food Delivery Driver
 - *Managing multiple orders, delivery locations, and customers at the same time.*
 - *Delivering orders within an optimal period of time, ensuring freshness of food and respect for customer preferences.*

- *Safely operating a vehicle in all types of weather conditions.*
- *Navigating local streets and highways efficiently using GPS.*
- *Verifying orders before each delivery and maintaining a detailed, comprehensive delivery log*

Zamil air Conditioning (Riyadh Metro) | Riyadh, Saudi Arabia

○ February 2021 - July 2022

Assistant Storekeeper

- *.Take delivery of all incoming materials and reconcile with purchase orders.*
- *Track, document, and resolve any discrepancies on received orders.*
- *Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns,*
- *Maintain an automated supply inventory database; updating database of materials, supplies, and equipment; generating related reports to verify inventory levels, and determining re-order activity and usage rates.*
- *Manage stock by keeping a record of sales and ordering the required replacement items.*
- *Manage staff by assigning work orders to staff; record work performed and materials used*

AES Arabia Ltd. | Riyadh, Saudi Arabia

○ February 2019 - August 2021

Document Controller

- *Copy, Scan and store Documents.*
- *Check for accuracy and edit files, like contracts.*
- *Review and update technical documents.*
- *Distribute project-related copies to internal teams.*

- *File documents in physical and digital records.*
- *Create templates for future use.*
- *Manage the flow of documentation within the organization.*
- *Maintain confidentiality around sensitive information and terms of agreement.*
- *Prepare ad-hoc reports on project as needed.*

Education

HSC

Bangladesh Gas Fields School & College, Chittagong, Brahmanbaaria,,
Bangladesh

Language

English



Upper
Intermediate (B2)

Arabic



Proficient (C2)

Hindi



Advanced (C1)

Urdu



Upper
Intermediate (B2)

Bangla



Proficient (C2)