

# Latif Ahmad

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Iqama status: Transferable

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## PROFESSIONAL SUMMARY

As a document controller with experience at Sealios, I have successfully managed and organised important documents and files. I have a strong command of Microsoft Office, including Excel and Word, and have excellent communication skill. I am able to work effectively in a team environment and have a keen eye for detail. In my role, I have been responsible for data entry and ensuring accuracy and completeness of documents. My goal is to continue utilizing my skills in document control and contribute to the success of an organization.

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## KEY COMPETENCIES

Communication skills  
Problem-solving  
Collaboration  
Adaptability

Microsoft Office  
Relationship Building  
Document Controller  
Negotiation

Customer-focused  
Time Management  
MS Office Suite  
Organization

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## PROFESSIONAL EXPERIENCE

**Scalios Ltd pvt, Peshawar**

**Jan 2017 – Sep 2019**

***Data Entry Specialist***

- Efficiently performed data entry tasks, ensuring accuracy and meeting tight deadlines.
- Utilized advanced Excel skills to organize and analyze data for reporting purposes
- Collaborated with team members to streamline data management processes.

**LMN Technologies**

**Oct 2019-Dec 2021**

***Document Controller***

- Organized digital files systematically to ensure a structured and accessible database.
- Managed versions of digital documents to avoid confusion and maintain accuracy.
- Controlled access to digital files, ensuring the right people had the appropriate permissions.
- Provided assistance in resolving issues related to finding documents or using digital tools.

**Raza Restaurants, Pakistan**

**Feb 2021-Sep 2023**

***Administrative Assistant and Merchandiser***

- Oversaw systems and process management
  - Developed merchandising strategies in alignment with company goals
  - Managed inventory, displays, and promotions to maximize sales and customer engagement
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## EDUCATION

**Bachelors in Computer Science**

**2016- 2020**