UMAR HUSSAIN

Information Technology | Document Controller | Graphic Design
Riyadh, SA   Phone: (+966) 0550747738
umarhussain031098@gmail.com
LinkedIn: https://www.linkedin.com/in/umar-hussain
Behance: https://www.behance.net/umarhussain11

PROFESSIONAL SUMMARY

Detail-oriented **Document Controller** with 3 years of experience in managing, organizing, and maintaining company records. Proficient in **Data Entry, IT Support, and Graphic Design**, ensuring accuracy, efficiency, and compliance with company policies. Strong technical skills in **MS Office, Adobe Suite, and CRM systems**. Adept at handling confidential documents, version control, and workflow management.

EDUCATION

Diploma in Information Technology (2021 – 2022)

GCMS Peshawar

Matriculation (2019 – 2021)

BISE Peshawar, Government High Secondary School, Peshawar

The Degree Transcript of Intermediate Third Grade (2009 – 2018)

Malham Intermediate School, Kingdom of Saudi Arabia

EXPERIENCE

Document Controller (3 Years - Advacon, Riyadh, SA)

- Managed and organized all company documents and records efficiently.
- Ensured compliance with document control policies and industry standards.
- Maintained version control and ensured the correct distribution of documents.
- Coordinated with different departments to retrieve and update documents.

- Developed document control procedures for seamless workflow management.
- Assisted in audits by providing required documentation and reports.

Data Entry Specialist

- Entered, verified, and maintained large volumes of data with high accuracy.
- Ensured data integrity by checking for errors and inconsistencies.
- Worked with MS Excel, Google Sheets, and CRM software to manage data.
- Handled confidential information securely and efficiently.

Graphic Designer

- Designed logos, advertisements, and digital content using Adobe Photoshop & Illustrator.
- Created UI/UX designs using Figma and Canva.
- Worked with clients to develop visually appealing branding materials.

IT Support Specialist

- Provided technical support for hardware and software troubleshooting.
- Installed and configured computer systems, networks, and security software.
- Assisted in maintaining system backups and data security protocols.

SKILLS

- **Document Control & Management:** Version control, compliance, record-keeping
- **Data Entry & Processing:** MS Office (Excel, Word, Access), Google Sheets, CRM
- **Graphic Design:** Adobe Photoshop, Illustrator, Canva, Figma (UI/UX)
- **IT Support:** Hardware/software troubleshooting, system security, networking
- **Administrative & Organizational Skills**
- **Typing Speed:** 50+ WPM with high accuracy

CERTIFICATIONS

- Document Control Management
- Data Entry & MS Office Proficiency
- Graphic Design & UI/UX Design Introduction
- IT Support & Network Administration

LANGUAGES

- English
- Arabic
- Urdu
- Pashto

S. No.   57866

Khyber Pakhtunkhwa Board of Technical & Commerce Education
Peshawar Pakistan

DIPLOMA IN INFORMATION TECHNOLOGY

Session   2nd Term   2022

This is to certify that

Mr./Miss.   UMAR HUSSAIN

Son/Daughter of   MUMTAZ HUSSAIN

Registration No.   GCMS/P/DITR/Ist-21/M-4862

of   GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES PESHAWAR

has satisfactorily completed the one year duration Information Technology course titled " Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical and Commerce Education, Peshawar, in the month of September 2022

He/She secured _____1035_____ *Marks out of* _____1400_____ *and has been placed in*

Grade   A

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the ___25Th___ *day of* _____January 2024_____

ASSISTANT SECRETARY   SECRETARY

This Diploma is issued without any alteration or eraser

Printed by   Riaz

KINGDOM OF SAUDI ARABIA

MINISTRY OF EDUCATION

GENERAL DIRECTORATE OF EDUCATION AT RIYADH REGION

المملكة العربية السعودية

وزارة التعليم

الإدارة العامة للتعليم بمنطقة الرياض

وزارة التعليم
Ministry of Education

كشف درجات الصف الثالث المتوسط
THE DEGREE TRANSCRIPT OF INTERMEDIATE THIRD GRADE

General Stream — قسم عام

2017/2018	1439/1438
Reference Number: 143810107302510143	الرقم المرجعي:

School Name: Malham Intermediate School	اسم المدرسة: متوسطة ملهم
Student's Name: OMAR HUSSAIN MMTAZ HUSSEIN TAJ	اسم الطالب: عمر حسين ممتاز حسين تاج
Date of Birth 25/12/2000	Nationality Pakistan	باكستان	الجنسية	29/09/1421	تاريخ الميلاد
Identity No.	2189529346	رقم الهوية

النتيجة: ناجح في الدور الأول

Result: Passed in the First Session

Subject	الدرجة الموزونة Weighed Mark	الدرجة المتحصلة Obtained Mark	المواد
The Holy Qur'an & Interpretation	188	94	القرآن الكريم و تفسيره
Monotheism	186	93	التوحيد
Jurisprudence	180	90	الفقه
Prophet's Traditions	82	82	الحديث
MY IMMORTAL LANGUAGE	528	88	لغتي الخالدة
Social and National Studies	237	79	الدراسات الاجتماعية والوطنية
Mathematics	335	67	الرياضيات
Science	324	81	العلوم
English Language	276	69	اللغة الإنجليزية
Computer	83	83	الحاسب الآلي
Art & Vocational Education	200	100	التربية الفنية والمهنية
Physical Education	100	100	التربية البدنية
Attendance	97	97	المواظبة
Conduct	100	100	السلوك
Total of Weighed Marks	2916		المجموع الكلي للدرجة الموزونة
The Grand Point Average	83.31		المعدل
General Grade	Very good	جيد جدا	التقدير العام

قائد المدرسة

The School Principal

أحمد بن سعد عبدالله البكيري

AHMED SAAD A AL-BUKAIRI

GENERAL DIRECTORATE OF EDUCATION AT RIYADH REGION

CERTIF THE VALIDITY OF SIGNATURE & SEAL

مدرسة ملهم المتوسطة
اسست عام ١٤١٤ هـ

Mushabab Alahmari
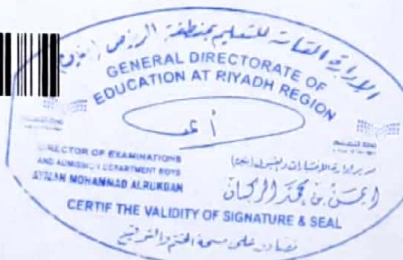
Certificate of Completion

This is to certify that

Umar Hussain s/o Mumtaz Hussain

has successfully completed

Advance Construction Drawings (2D & 3D)

at National Institute of Design & Analysis, Peshawar

November 20, 2023 to December 14, 2023

32 Contact Hours

Director Projects

Project Manager

CERTIFICATE

OF ACHIEVEMENT

This certificate is presented to

UMAR HUSSAIN

for successfully completing a Course about

Photoshop

Certified No.

13902275933

Mind Luster

mindluster

Signature

Certified Member

Mind Luster

2023-11-26

Date

www.mindluster.com

1707085

10012

00285

KHYBERPAKHTUNKHWA BOARD OF TECHNICAL & COMMERCE EDUCATION

PESHAWAR

DETAIL MARKS CERTIFICATE
COMPUTER COURSE
PART-II
DIPLOMA IN INFORMATION TECHNOLOGY 2011

Name of Candidate	UMAR HUSSAIN
Father's Name	MUMTAZ HUSSAIN
Roll No.	156207
Reg.No.	GCMS/P/DITR/Ist-21/M-4862
Institute/College	GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES PESHAWAR

Session: 2ND TERM   2022

#	Subject	Total Marks	Th	Pr	Total	In Words
	Part-I Marks	700			518	
1	Introduction to DataBase	100 / 50	68	44	112	One hundred twelve
2	MS Access	50 / 100	25	93	118	One hundred eighteen
3	E-Commerce & Web Technology	100 / 50	60	44	104	One hundred four
4	Graphic Design	100 / 50	52	46	98	Ninety-eight
5	Project	100	-	85	85	Eighty-five
		1400			1035	One thousand thirty-five

CHECKED & VERIFIED

26/01/2024

26/01/2024

Dealing
Clerk

Asstt. Controller Secrecy
KPK BT&CE Peshawar

Prepared by Hafeez

Checked by
Result Declaration Date = 16/12/2022
Error(s) & Omission(s) excepted Any mistake in above particulars must be intimated within 30 days of the issuance of this certificate

CONTROLLER OF EXAMS

BOARD OF INTERMEDIATE & SECONDARY EDUCATION
PESHAWAR
KHYBER PAKHTUNKHWA, PAKISTAN

PROVISIONAL AND DETAILED MARKS CERTIFICATE

SECONDARY SCHOOL CERTIFICATE EXAMINATION
SESSION ANNUAL 2021

Roll No	120413
Enrollment No.	20199013310029 Group **SCIENCE**
Certified that	**UMAR HUSSAIN**
Son/Daughter of	**MUMTAZ HUSSAIN**
Appeared as	**REGULAR STUDENT**
of	**GOVT. HIGHER SECONDARY SCHOOL BUDNI PESHAWAR (1331)**
Date of Birth	**15-12-2000 (Fifteen December Two Thousand)**

Subjects	Total Marks						Marks Obtained					
	Theory		Practical		Total		9th		10th		Total	In Words
	9th	10th	9th	10th	9th	10th	Theory	Practical	Theory	Practical		
ENGLISH	75	75	-	-	150		40	-	40	-	80	Eighty
URDU	75	75	-	-	150		40	-	40	-	80	Eighty
ISLAMIYAT (COMP)	50	50	-	-	100		26	-	26	-	52	Fifty-Two
PAKISTAN STUDIES	50	50	-	-	100		26	-	26	-	52	Fifty-Two
MATHS	75	75	-	-	150		36	-	36	-	72	Seventy-Two
PHYSICS	65	65	10	10	150		38	8	38	8	92	Ninety-Two
CHEMISTRY	65	65	10	10	150		25	7	25	7	64	Sixty-Four
BIOLOGY	65	65	10	10	150		30	7	30	7	74	Seventy-Four
Total 1100											566-C	Five Hundred Sixty-Six

Checked by: _____

Result Date: 17-09-2021

Print Date: 19-09-2021

Controller of Examinations

Note: Error(s)/Omission(s) excepted. Any mistake in above particulars must be intimated within 30 days of the issuance of this DMC

Date: 07/01/2025   Ref No: NC/2025/04/20

TO WHOM IT MAY CONCERN

This is to certify that Mr. Umar Hussain, bearing the computerized national identity card number 17301-5711061-9, was employed by Nucleus Consultant as Graphic internee since September 4,2024 to till January 7,2025 at our Peshawar Office.

In his role Mr. Umar Hussain oversees key creative initiating, including

1. Animation
2. Video Production
3. Graphic Design
4. Video Editing
5. Digital Media
6. Visual Arts

Mr. Umar Hussain consistently demonstrates professionalism and a strong and a moral character in his work with us.

Regards

Iftekhar Ahmad

MANAGING DIRECTOR

Managing Director
Nucleus Consultant

www.nucleus.org.pk
Office Address: Canal Road, Near Aabpara Market, University Town Peshawar.
Tele: 091-5710761. Email: info@nucleus.org.pk

CERTIFICATE

OF ACHIEVEMENT

This certificate is presented to

UMAR HUSSAIN

for successfully completing a Course about

UI UX Design introduction

Course Start Date: 2024-10-18

Certified No.

73039a78

Mind Luster

mindluster

Signature

Certified Member

Mind Luster

2024-11-16

Date

www.mindluster.com