



Pakistan

Mr. MUHAMMAD ILYAS

PERSONAL DETAILS

Reference No.	CV-IT-613258-26
Country of Residence	Saudi Arabia
Surname	ILYAS
Given Name	MUHAMMAD
Date of Birth	Tuesday, 03 Mar 1992
Gender	Male
Marital Status	Single
Religion	Islam

PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Wednesday, 20 Mar 2024
Date Of Expiry	Monday, 19 Mar 2029
Place Of Issue	PAKISTAN

PHYSICAL INFORMATION

Height	6.1
---------------	-----

Weight	84
---------------	----

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education	Graduate
-----------------------------------	----------

School/College/University Name	UNIVERSITY OF SARGODHA PAKISTAN
---------------------------------------	---------------------------------

Passing Year	2017
---------------------	------

PROFESSIONAL QUALIFICATIONS

Institute Name	
-----------------------	--

Course Title	
---------------------	--

Passing Year	
---------------------	--

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
------------------	-----------------	-----------------	----------------------

ENGLISH	Excellent	Excellent	Excellent
---------	-----------	-----------	-----------

EMPLOYMENT HISTORY

Year Of Exprience	9
--------------------------	---

Background	I am a meticulous and highly organized Document Controller and Administrative Assistant with a strong commitment to accuracy, compliance, and smooth operational workflow. I specialize in managing documentation systems, supporting daily administrative functions, and ensuring that teams have the information and structure they need to work efficiently. My approach combines attention to detail, clear communication, and proactive problem-solving. Document Control Maintaining, updating, and organizing technical documents, reports, checklists, and forms Ensuring version control, proper filing, and secure document handling Reviewing documents for accuracy, completeness, and compliance Coordinating with departments to collect, verify, and distribute required documents Managing digital and physical archives for easy retrieval and audit readiness Administrative Support Scheduling, coordinating meetings, and managing daily office workflow Preparing professional emails, notices, and multilingual communication materials Handling data entry, record keeping, and internal reporting Supporting management with structured updates and follow-ups Maintaining confidentiality and professionalism in all interactions
Latest Company	WOQOD
Telephone No	+974-40217777
Address	WOQOD Tower, West Bay, Doha, Qatar, P.O. Box 7777
Date Of Join	2021-12-18
Last date at Job	2025-05-15

EXPERIENCE CERTIFICATIONS

Certifications

EXPERIENCE & EDUCATIONAL CERTIFICATES

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been

appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.