

Hilal Ahmad

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Profile Summary

Versatile professional with experience in front-end development, data operations, and document control. Worked as a Front-End Developer at Codemetics Software for 1 year, building responsive and user friendly web interfaces. Gained 2 years of experience as a Computer Operator at Golden Pearl Company, handling data and system operations efficiently. Also served as a Document Controller at Metallurgical Corporation of China Company for Makkah Khulais Project for 9 months, ensuring accurate documentation and compliance. Known for adaptability, attention to detail, and delivering reliable results across technical and administrative roles.

Experience

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| Metallurgical Corporation of China
<i>Document Controller</i> | July 2025 - March 2026
<i>Makkah, Saudi Arabia</i> |
| <ul style="list-style-type: none">Administered internal and external project correspondence using ACONEX software.Managed document lifecycle including creation, revision, approval, distribution, and archival.Maintained accurate filing system for technical documents such as drawings, blueprints, and reports.Ensured document control compliance by tracking revisions, metadata, and version updates.Performed scanning, printing, uploading, and secure distribution of project documents across departments. | |
| Golden Pearl Company
<i>Computer Operator</i> | June 2023 - July 2025
<i>Riyadh, Saudi Arabia</i> |
| <ul style="list-style-type: none">Monitored daily system operations, performed accurate data entry, generated reports, managed files and records, handled backups, and ensured smooth and efficient system performance. | |
| Codemetics Software House
<i>Front End Developer</i> | October 2022 - March 2023
<i>Abbottabad, Pakistan</i> |
| <ul style="list-style-type: none">Developed responsive web interfaces using HTML, CSS, JavaScript, and React.js, improved UI/UX, integrated APIs, fixed bugs, and wrote clean, maintainable code.Gained practical experience in software development, debugging, and collaborative engineering workflows. | |

Education

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| University of Engineering & Technology (UET) Peshawar
<i>Bachelor of Computer Software Engineering</i> | 2018 - 2022
<i>GPA: 2.78 / 4.00</i> |
| <ul style="list-style-type: none">Relevant Coursework: Software Engineering, Data Structures & Algorithms, Object-Oriented Programming (C++), System Design and Architecture | |

Technical Skills

- Frontend: React.js, React Native, JavaScript, Tailwind CSS, CSS, Material UI Backend & APIs: Node.js, Express.js,
- Good working knowledge of Office software (Word, Excel, PowerPoint, Aconex, etc.)
- Methodologies: Agile, Scrum, Project Planning, Team Leadership