

# Hasan Akhtar

Doha, Qatar

Data Operations | Back-Office Support | ERP Support | IT Assistance | Reporting

## Professional Summary

Results-driven professional with 16+ years of experience in data operations, back-office support, records management, ERP systems, administrative support, documentation, reporting, and IT assistance. Strong track record in high-volume data entry, record keeping, office coordination, and daily business operations across Qatar-based environments.

## Core Skills

**Operations & Administration:** Back-Office Support, Data Operations, Records Management, Administrative Support, ERP Systems, Reporting & MIS, IT Support, Documentation, Billing & Inventory, Data Accuracy, Process Improvement, Cross-functional Coordination, Problem-Solving, Office Coordination.

**Business, Sales & Marketing:** Business & Operations, B2B/B2C Sales, Team Management, Procurement, CRM, Client Coordination.

**Automation, Design & Tools:** Workflow Automation, n8n / Zapier, ClickUp, Adobe Suite, Figma.

**Technical & Digital:** JavaScript, React, Node.js, Python, SQL, API Integration, Make.com, Power Automate, Full Stack Web Development, Tulasī, ESM, IMS, MIS, Candela.

## Professional Experience

### AI & Digital Growth Specialist (Project)

Qameleon, Doha, Qatar | Mar 2025 - Jul 2025

- Automated business workflows using n8n, Zapier, and ClickUp, reducing manual work by 75%.
- Built dashboards, follow-up systems, and process tracking tools for operations and reporting.
- Prepared customized B2B and B2C quotations and RFQs for hotels, malls, contractors, clinics, and private villas.
- Developed automation workflows for marketing, quotation generation, documentation, CRM, and ERP processes.
- Handled website editing and development tasks to support digital growth.

### Data & Operations Executive

Trading Company, Doha, Qatar | Apr 2024 - Apr 2026

- Managed client coordination, records management, and back-office administrative operations.
- Supported finance reporting, documentation control, and daily office workflows.
- Maintained accurate records and improved consistency in operational data handling.

### Office Assistant Clerk ( Fee & Admission )

APSACS Lahore Garrison | 2018 - 2020 (Concurrent)

- Managed fee, admissions, and ERP records for 1500+ students.
- Handled clerical support, fee processing, and document control.

### Data Entry / IT Officer

Amox Pvt. Ltd, MEGA Poultry, VM Interactive | 2011 - 2023 (Concurrent)

- Handled a wide range of back-office support, data entry, IT support, documentation, reporting, and record management responsibilities across multiple organizations.
- Performed high-volume data entry and maintained structured record systems.
- Handled documentation, reporting, bookkeeping, and ERP record updates.
- Supported IT systems, a pharmacy web platform, and Candela software operations.

### Computer Operator / Sales & Marketing

Akmal Qadeer & Co. | Ferozsons Pvt. Ltd. | 2007 - 2018

- Processed insurance claims, records, and computer-based documentation tasks.

- Managed billing, inventory, invoicing, and reporting work.
- Supported sales and marketing coordination with routine office operations.

## **Education**

### **Graduation**

University of the Punjab, Lahore, Pakistan  
MOFA Qatar Attested

## **Certifications**

- ? Computer Hardware - Fauji Foundation
- ? Electronics & Networking - Fauji Foundation
- ? Flash Commerce - Full Stack Web Developer
- ? MS Office & Computer Fundamentals

## **Additional Information**

**Languages:** English, Urdu/Hindi, with Arabic reading proficiency

Available in Qatar for relevant roles in data operations, back-office support, office coordination, and ERP-based administrative work.

References available on request. Open to local hiring with transferable QID / NOC noted.