

MUNEEB UR REHMAN

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OBJECTIVES:

I am an honest, hard-working and dedicated job seeker with Experienced of Great Customer Services and Communication Skills. I am seeking an exciting role within an ambitious business that will enable me to maximize my skill set whilst contributing to the success of the company.

EDUCATION & TRAINING:

- ✓ FSC from Federal Board of Intermediate and Secondary Education ISLAMABAD.
- ✓ Matriculation (secondary school) from BISERWP.
- ✓ 6 Months of Computer Classes including Microsoft Word, Excel, and PowerPoint.

EXPERIENCE:

- ✓ 3 Months of Pakistan Experience in Grocery Store as Salesman.
- ✓ 1 Year of Social Work experience as a volunteer in Charity Foundation.
- ✓ I am currently in UAE on residence visa to look for any suitable position.

ABILITY AND RESPONSIBILITIES:

- Responsible for the collection and returns of all signed documents daily.
- Responsible for creating reports in computer (excel and word).
- Organizing the loading and delivery within tight time limits.
- Communicating with managers and clients.
- Awareness of Health & Safety at all times.
- Reputation for excellent customer service.

OTHER SKILLS:

1. Extensive knowledge of Microsoft word, excel and office work as a computer operator.
2. Expert in Video creation, video editing and data entry.
3. Exceptional delivery, loading and unloading work experience.
4. I am Extremely Hardworking, loyal and very reliable.
5. I can speak English, Urdu/Hindi, Pashto and Punjabi.

PERSONAL INFORMATION:

Fathers Name	SHER REHMAN	Passport Number	AH2946071
Date of Birth	18 NOV 2001	Place of Birth	ATTOCK
Passport Issue Date	17 MAY 2021	Passport Expiry	16 MAY 2026
Nationality	PAKISTANI	Visa Status	Residence Visa
Visa Issue Date	16/12/2021	Visa Expiry Date	15/12/2023