

Adeela Rehman

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CAREER OBJECTIVE

To be a key contributor in a progressive and dynamic organization that has tremendous potential for growth as well as provides a challenging work environment and learning opportunities associated with it.

WORK EXPERIENCE

HOME MART (01-04-2016 to 01-03-2017)

Sales and purchase.

Data entry Data management

Sales recovery

Sales management

Product management

Experience in the asset management Mart

Good product knowledge in multi-asset class

MAIE CASH AND CARRY (01-05-2017 TO 14-11-2021)

Sales and purchase.

Data entry Data management

Sales recovery

Sales management

Product management Check

expaire date

ABILITIES

Team Player, Accomplish targets within a timeline, Efficient & Prompt

SKILLS

Marketing Skills, Computer Literacy, Presentation Skills, Communication Skills, Awareness, Evaluation Skills, Search/Observation. English Speaking.

COMPUTER SKILLS

6 Month Diploma in MS Office.

Experienced in using an application (Word, Excel, Access, PowerPoint)

Working knowledge of Windows XP, Windows 7,8,10

EDUCATIONAL QUALIFICATION

B.ED (Hons)	2022
University Of Okara	
Intermediate (F.A)	2017
Board of Intermediate & Secondary Education	
Matriculation (Science)	2010
Board of Intermediate & Secondary Education	

PERSONAL BIO

Father's Name	:	Maqsood-Ur- Rehman Bhatti
Date of Birth	:	13-10-1997
Gender	:	Female
Nationality	:	Pakistani
CNIC No.	:	35302-6217511-8
Religion	:	Muslim
Marital Status	:	Single

INTERESTS & HOBBIES

Reading Knowledgeable Books, Net Surfing, Playing Bedminton.