

CURRICULAM VITAE

NAJEEB UL REHMAN

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MOB-00971529338223

VISA STATUS: VISIT VISA (Valid 30.01.2022)

DRIVING LICENSE: UAE



OBJECTIVE:

To work in a responsible and challenging position of professional organization where I can utilize my professional skills, knowledge and my entire personality for the betterment to the organizational and implement better ways and means to achieve the organization goals and objective.

WORK EXPERIENCE

AL RISA REAL ESTATE BROKER, DUBAI UAE

POST : Messenger, Driver

TENURE : July 2017- Mar 2020

Core responsibilities are:

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner.
- Processes outgoing mail.

FREIGHT SYSTEM LLC, JABEL ALI FREEZONE, DUBAI UAE

POST : Customs Clearance, Driver

TENURE : Feb 2015- Mar 2017

Core responsibilities are:

- To begin with the person has to gain the approval of the principal authorities prior to clearing the goods and prepare an authorization letter to produce when asked for it by the commissioner
- Compile, verify accuracy and sort information according to priorities to prepare source of computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.

WYDE GROUP FZC, AJMAN FREEZONE, AJMAN UAE

POST : Admin Assistant

TENURE : May 2008- Dec 2014

Core responsibilities are:

- maintain electronic and hard copy filing system
- open, sort and distribute incoming correspondence
- perform data entry and scan documents
- manage calendar for Managing Director
- scanning, faxing and copying to management

ARISE INDIA LIMITED, NEW DELHI, INDIA**POST** : Admin Assistant**TENURE** : April 2006 to Feb 2008**Core responsibilities are:**

- maintain electronic and hard copy filing system
- open, sort and distribute incoming correspondence

ANSARI METAL CRAFT, INDIA**POST** : Operation Supervisor**TENURE** : Feb 2001 to Dec 2005**Core responsibilities are:**

- Supervise sales operation of sales team.
- Follow-up leads and sample provided by sales team.

DRIVING LICENSE: Holding U.A.E Driving License for Light Vehicle.**License No:** 139236 (Valid Till 21.04.2023)**EDUCATIONAL QUALIFICATION :**

High School Secondary Certificate	Uttar Pradesh Board Of Allahabad India	In the year 1989-1990
Intermediate10+2(science)	Uttar Pradesh Board Of Allahabad India	In the year 1991-1993

TECHNICAL QIALIFICATION:

Certificate in Computer Application	U.P Hill Electronics Corporation limited India.	In the year June 2001- Dec-2003
Mastering Tally 5.4 Accounting Software	N.I.C.T Delhi India	In the year Feb 2005 - April 2005

COMPUTER SKILLS:

- Ms office(Ms Word, Ms Excel, Ms Power Pont)
- Operating system like Window 7, XP, Vista
- Web browsing & Internet
- Accounting Software Tally ERP 9.0

PERSONAL DETAIL:

Passport no : S4727333 (Valid Till 17.04.2028)
Nationality : Indian
Religion : Islam
Marital Status : Married

LANGUAGE SKILLS

English and Hindi

DECLARATION: I hereby declare that the above information is true to best of my knowledge.