

Khaleeq Rehman

Faisalabad, PK

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I am seeking a work position where I can use my abilities and can work to enhance my career and sharpen my skills. I want to work in competitive and challenging working environment to use my abilities efficiently and effectively. I want to do my best for myself and my organization.

Work Experience

Latif Electric Company Private Limited Faisalabad - Faisalabad, Faisalabad, PK
2018 to 2019

As an Office manager Hold all office related matter audit inward outward.

- Accounts.
- Daily report.
- Marketing.
- Gate pass etc.
- Export Verifications (Made-up)

CH A Latif and Sons Private Limited Islamabad - Islamabad, PK
2017 to 2018

As a Account officer hold opening to closing cash & Office related matters.

- Voucher Feeding
- Invoices
- Demanding
- Update OGP & IGP

Albario Hawkeye Private limited Faisalabad - Faisalabad, Faisalabad, PK
2016 to 2017

As an Office manager Hold all office related matter audit inward outward.

- Accounts.
- Daily report.
- Marketing.
- Gate pass etc.
- Export Verifications (Made-up)

PPC Officer Reports / Analysis / Status

Sadaqat Textile Limited - Faisalabad, PK

2015 to 2016

send to Marketing persons & Directors before leave the containers from factory.

- BSA (Before Shipment Analysis)
- Loss of Minutes
- OCR (Order Closing)

- Stock Tacking
- Cut to Pack Status
- Machine status
- Data Feeding (All productions Modules)
- Fabric Feeding / Movement & Transfers.
- Cutting & Counting Feeding
- Stitching & Packing D.O
- Rejection Feeding & Transfer Made-up
- Outward & Inward
- Export Feeding Made-up

Masood Travel Agency (PVT) - Faisalabad, Faisalabad, PK
2014 to 2015

As an Office manager hold all office related matters and meetings with head agency's to manage Departure time.

- Ticketing
- Visa Procedure
- Customer Dealing
- Bank & Cash matters

Education

B.S

ALLAMA IQBAL OPEN UNIVERSITY - Faisalabad, Faisalabad, PK
2018

Diploma in OFFICE MANAGMENT in Punjab Computer Science

Institute Faisalabad Pakistan - Faisalabad, PK
2012

Skills

Excel (Less than 1 year), Microsoft Excel (Less than 1 year), Microsoft Word (Less than 1 year), Oracle (Less than 1 year), Outlook (Less than 1 year), coral draw (1 year)

Additional Information

Computer Skills

- Microsoft Excel
- Microsoft Word
- Outlook Express
- Internet Web Brosing
- In page
- Oracle Operating System

Other Skills

- Very much interested in problem solving.
- Ability to work as a team player.
- Excellent Communication and verbal skills.
- Always thought to do best for my organization
- Driving Experience (Valid Pakistani license 3 Years old)