



RAHIL RAHOOF AHMED

CAREER OBJECTIVE

I am a Business Management graduate from Middlesex University Dubai, seeking to work at an organization with prodigious standards. I am aiming to leverage my project management, sales and integrated marketing skills within a business environment. I would like to utilize the skills gained during my studies as well as my talent and abilities to efficiently provide quality service and set the industry benchmark for others to emulate.

PERSONAL INFORMATION

- Location - Sharjah
- DOB - 22 February, 1997
- Nationality - Indian
- Possess Valid UAE Driving License
- Languages - English, Hindi, Arabic, Malayalam

PERSONAL SKILLS

- Excellent Administration and Organisation Skills
- Reliable and professional
- Team player and Fast learner
- Patient and able to handle a wide variety of situations professionally
- Fast typst with speed of 70 wpm
- MS Application Suite including MS Word, MS Excel and MS Powerpoint

CONTACT

- P: +971 50 1578088
- E: rhlrhf@gmail.com

SOCIAL

[linkedin.com/in/rhlrhf](https://www.linkedin.com/in/rhlrhf)

WORK EXPERIENCE

SUPPLY CHAIN INTERN

TRUEBELL MARKETING AND TRADING LLC | DEC 2019 - JAN 2020

- Forecasting and update of sales templates
- Data entry in government portals
- Creating purchase orders.
- Forming insurance requests

ACCOUNTING INTERN

ORIENT TOURS AND TRAVEL | JUL 2019 - AUG 2019

- Responsible for recording sales in company accounts

EDUCATION

MIDDLESEX UNIVERSITY, DUBAI

B.A Business Management Finance | 2016 - 2019

OUR OWN ENGLISH HIGH SCHOOL, SHARJAH

High School Diploma | Class of 2016

REFERENCE

Available upon request