



# ABDUL REHMAN

**Areas of interest :** HR, Admin, Accounts Department, Store Keeper, Logistic

**Notice Period :** Immediate

## Professional Profile

Highly skilled and meticulous professionals with in-depth knowledge of administration. My qualifications and experience in reputed organizations have enabled me to develop an understanding of the financial environment of diverse industries, aspiring to work with a reputed organization can provide an opportunity to acquire new sets of skills and enhance the existing can strengthen.

## Professional Qualification

BA – (Bachelor of Art)

University : CH.Charan Singh

Year : 2018

## Professional Qualification

ITI – (Industrial Training Institute)

College : Pious Private Itc.

Year : 2016

## Academic Qualifications

- Arora Account Training Centre (SAHARANPUR)– (INDIA)

## Contact information

Current Location :- Dubai, InvestMent Park – 2, Jebel Ali, (U.A.E)

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## Admin Assistant

**Prominent Printing & Publishing Co LLC (U.A.E)**  
**(30 March,2021 to Present)**

### Responsibilities :

- Supervision of operators & workers entries in PMS Software
- Working on daily & monthly log reports
- Working on productivity related reports.
- Solving queries at operational level of PMS software
- Working of Delivery & Logistic report

## Accounts Assistant

**Al Mansoorah Plastic Industries Co LLC (U.A.E)**

### Responsibilities :

- Posting of Sales Orders in Tally & keeping manual record
- Job bags opening according to customer requirement
- Posting of purchases invoices in TALLY
- Posting of DO & sales invociies in Tally
- Keeping record of all vouchers & Job bags
- Liaison between Senior management & production team
- Being part of internal audit team for monthly & yearly stock takes
- Working of debtors ageing & highlighting overdue debtor balances
- Any other work & assignment on adhoc basis

## Store Keeper

### Responsibilities :

- Working of delivery & logistic report.
- Local purchase order generate.
- Complete check and balance of issuance and receiving items.
- Supervision of purchase & stock items.
- Supervision of stock items
- Recording GRNS and IRs.
- Maintain all store reports in Manual/ ERP Software.
- Prepare monthly store reconciliation statement.

# Other Professional Experience



## IT Skills

- MS word ,
- Tally,
- Internet Browsing
- PMS, Software Handling
- Computer OS,



- Leadership
- Analytical
- Creativity & innovation
- Time management
- Team work
- Communication
- Administrative

## Personal Profile

**Date of Birth:** 16<sup>th</sup> July 1996

**Nationality:** India

**Marital Status:** Single

## Languages

- URDU ★★★★★
- HINDI ★★★★★
- English ★★★★★

## Transport Assistant Manager

### **New Dhillon Transport Co LLC (INDIA)**

(July 2018, to March 2021)

#### Work Activities Transport & Logistics:

Planning routes and load scheduling for multi-drop deliveries. Booking in on deliveries and liaising with Customers. Allocation and recording of resources and movements on the transport planning system. Ensuring all partners in the supply chain work effectively and efficiently to ensure smooth operations. Communicating effectively with customers and responding to their needs. Booking sub-contractors and ensuring they deliver within agreed terms. **Travel:** occasionally required, though not a regular feature of the working day. Working hours flexibility is required to meet the needs of the business as working hours vary, with long hours and possibly shifts including weekends common.

#### Cash Accountant

##### Responsibilities :

- Keep records of petty cash journals.
- Checking and verifying for long outstanding LPOs.
- Checking arithmetical accuracy, date, quality and receive stamp approval on the invoices with LPOs or agreement.
- Tally and receive total invoices and reconciliation of outstanding with total payable balance.
- Cash sales and collections with the banks daily
- Keeps custody and maintains an accurate record of petty cash fund transactions and initiates its replenishment.
- Preparing Day Books & Ledger accounts.
- Managing Accounts Payable.

**References:** Available on request