

# Rehman Fareed



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## Personal Information

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**Date of Birth:** 05-Mar-1997

**Visa Status** : Visit Visa

**Present Address:** International city DUBAI\_U.A. E

**Driving License** : Sudia Arabia (KSA) valid till 2025

**Nationality** : Pakistani

## Career Objective

To work in challenging environment of your esteemed organization, willing to build a career and perform well for the organization and exploring my skills of management within the organization.

## Work Experience

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**Organization: Khat Al Medina Supermarkets Jeddah KSA**

**Designation: Driver/Salesman**

**Duration: 2018 - 2021**

### Key Responsibilities

- Attend calls for customer order
- Deliver the item as there given location
- Check the stock of goods and give order
- Dealing with customer and give awareness about new product and usages
- Customer satisfaction

**Organization: Allied Schools -Bahawalpur Pakistan**

**Designation: Documents controller**

**Duration: 2015-2018**

- Typing documents and distributing memos
- Supervising the work of office juniors and assigning work for them
- Handling incoming/ outgoing calls, correspondence and filling
- Faxing, printing, photocopying, filling and scanning
- Organizing list for training of teachers and other sta

## **Organization: Executive Hotel Apartments Bahawalpur Pakistan**

**Designation: Receptionist**

**Duration: 2010-2013**

- Managing staff with efficient way
- Make arrangements of events
- Providing efficient services

### **Educational Qualifications**

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Intermediate

BISE Bahawalpur-Pakistan

### **Computer Proficiency**

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3 months Diploma in MS-Office from Soft Vision Bahawalpur-Pakistan

### **Interests**

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Books reading, Watching Movies, Listen Songs

### **Other skills**

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- To work within the Social Organization in Pakistan for the well fair of Human
- Well-experienced and accustomed to work in multi-cultural, busy demanding environment in service and sales related companies with exposure in Customer service, general office admin
- A good sports man special in Hokey

### **Languages known**

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Arabic, English, Urdu, Hindi