

ABDUL REHMAN

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OBJECTIVE:-

❖ To seek a challenging position in your Organization where I can utilize my ability, knowledge and skills making a healthy participation towards the growth of that organization. I would like to be a part of an organization and would promote values like honesty, team work, responsibilities, commitment and humility.

PERSONAL INFORMATION:-

Father's name : Muhammad Afzal
Date of Birth : 12-09-1993
Marital Status : Single
Nationality : Pakistani
Religion : Islam
CNIC : 31102-2269880-9
Domicile : Punjab
Language : Urdu, Punjabi, and English

QUALIFICATION:-

Degree Title	Year of Passing	Board/ University
<i>M.COM (FINANCE)</i>	<i>2021</i>	<i>UNIVERSITY OF AGRICULTURE FAISALABAD</i>
<i>B.COM</i>	<i>2017</i>	<i>ISLAMIA UNIVERSITY BAHAWALPUR</i>
<i>I.COM</i>	<i>2012</i>	<i>BISE BAHAWALPUR</i>
<i>MATRICULATION (SCI)</i>	<i>2010</i>	<i>BISE BAHAWALPUR</i>

COPMUTER SKILLS:-

1 Year Computer Course. Proficient in advanced use of MS Excel, MS Word, Inpage.

Search engine Optimization & Freelancing Courses from Digi Skills Platform, Essay Writing, Content Writing Online Data Entry Form.

Working on SAP and ORACLE,

WORK EXPERIENCE:-

Working Exp as a **Account Asst Officer** in Account & Material Store from Sapphire Home Textile Lahore Rewind Road from **Jan 2012 to Aug 2015**.

Working as Loan Officer at **NRSP Bank June 2017 to Aug 2018**.

Working as a **Customer Service Officer** (CSO) at Khushhali Microfinance Bank Dahrnwala Branch from **Aug 2018 to Aug 2019**.

1 Year Expr as **CRP Officer** (PPC) at Sadaqat Pvt Ltd. from **Sep 2020 to Feb 2021**.

Working as **Asst.Officer** In Process Improvement Dept.
At MTM Beacon Impex Pvt Ltd. From **March 2021 to Cont....**

♦ **Organization: Masood Textile Mills Ltd (Beacon Impex) March 2021 To date**

Designation *ASST.OFFICER*

Department: *PROCESS IMPROVEMENT*

- Working on Lean Management System and Toyota Production System.
- Product development, Inspect and look after the requirements of the Customer about the Quality of the Product.
- Handle the timely shipment and Audit Concerns.
- Performing varied kinds of tasks that included throughout execution of PO and Internal Audit.
- Conduct the Process Audits, Kanban Audit, and Lean System Monitoring along with the services department's teams.
- Achieve the Target and follow up the Production Processes Improvement.

PERSONAL SKILLS:-

- ❖ **Can Work Under pressure when meeting the deadlines.**
- ❖ **Can work individually as well as a part of the team.**
- ❖ **Excellent time Management.**
- ❖ **Strong motivational and leadership skills. Chinese language course**
- ❖ **Exceptional presentation and interpersonal skills**

PERSONAL INTERESTS:-

- ❖ **Reading ,Writing**
 - ❖ **Social Media, Watching Movies**
 - ❖ **Social Networking**
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