

# CURRICULUM VITAE

## ABDUL REHMAN



### CONTACT

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### LANGUAGES

English, Urdu, Punjabi, sindhi

### EDUCATION

- B.COM  
From university of Sindh
- M.COM  
From university of Sindh

### TECHNICAL AND SOFT SKILLS

- Microsoft Office Excel, Word, power point,
- Leadership skills,
- problem solving skills
- Communication Skills
- taking responsibilities

### OBJECTIVE

Looking for an offer where the objectives and goals would lead me a highly skilled level over earning experience and qualification in the roles assigned

### EXPERIENCE

#### • Front desk officer 2020 - 2021

##### Duties and Responsibilities

- Adept at managing a busy reception area and providing exceptional customer service to guests and visitors
  - Skilled in handling a wide range of administrative tasks, including answering phone calls, scheduling appointments, managing correspondence, and maintaining records and files
  - Proficient in utilizing various office software and systems, such as Microsoft Office Suite and booking software, to efficiently manage check-ins, reservations, and guest information
  - Demonstrated ability to multitask and prioritize tasks effectively, ensuring smooth operations and timely resolution of guest inquiries or issues
- Known for maintaining a professional and welcoming demeanor, creating a positive first impression for visitors and ensuring a seamless experience throughout their stay or interaction with the organization

#### • Waiter 2021-2022 The BFC

##### Duties and Responsibilities

- Demonstrated exceptional customer service by promptly greeting and seating guests, taking accurate food and drink orders, and ensuring a pleasant dining experience
- Efficiently served a high volume of customers in a fast-paced restaurant environment, maintaining a positive attitude and attention to detail during busy periods
- Collaborated with kitchen staff to ensure timely delivery of orders and accuracy in food presentation, resulting in consistently positive feedback from guests
- Utilized strong communication and problem-solving skills to handle customer inquiries, resolve complaints, and ensure customer satisfaction
- Recognized for exceptional teamwork and reliability, often assisting colleagues during peak hours and contributing to a smooth and efficient operation

#### • Aluminum work 2015-2019 Alcon Aluminum company

##### Duties and Responsibilities

- Extensive experience in aluminum fabrication, including cutting, shaping, and assembling aluminum materials for various applications such as windows, doors, and frames
- Proficient in operating specialized machinery and tools, such as saws, drills, and welding equipment, to ensure precise and high-quality fabrication
- Committed to maintaining a safe working environment by adhering to all safety protocols and regulations, including proper handling of materials and use of personal protective equipment