



AHTISHAM RAFIQUE

Contact

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Personal Details

- **Date of Birth:** May 28, 1995
- **Gender:** Male
- **Nationality:** Pakistani
- **Marital Status:** Married
- **UAE Status:** Employment Visa
- **Driving License:** Jeep, Car, Motorbike (Pakistan)

Education

Master of Arts in Political Science

- Islamia University Bahawalpur, Pakistan
- 2019 – 2021

Bachelor of Arts in Social Sciences

- Islamia University Bahawalpur, Pakistan
- 2014 – 2015

Intermediate (Computer Science)

- BISE Bahawalpur Board
- 2012 – 2013

Diploma in Computer Applications & Office Management

- Pakistan Institute of Computer Science
- 2014

Core Skills

Administrative Assistance & Record Management:

- Expertise in handling all aspects of office administration, including document control, organizing schedules, and maintaining confidential records with accuracy and efficiency.

Professional Summary

Highly motivated and detail-oriented Admin Assistant with over 7 years of experience administrative support. Adept at managing office operations, maintaining accurate records, and ensuring smooth workflow within organizations. A proactive professional with strong communication, problem-solving, and interpersonal skills. Currently working as a Core Colleague at Noon LLC, Dubai, bringing expertise in inventory control, warehouse management, and order processing.

Experience

Core Colleague

Noon LLC, Dubai, UAE

October 2023 – Present

- Effectively managing warehouse operations, including inventory control, order processing, and stock replenishment to ensure seamless daily operations.
- Overseeing the receipt, storage, and shipment of goods, ensuring that products are handled safely and delivered on time.
- Conducting quality checks to maintain high standards in inventory accuracy and minimizing discrepancies.
- Maintaining organized and efficient storage systems, optimizing space utilization for improved workflow and faster retrieval of goods.
- Collaborating with cross-functional teams to streamline warehouse processes and improve operational efficiency.
- Demonstrating strong time management and punctuality, ensuring timely execution of tasks and adherence to company policies.
- Assisting in training and mentoring new employees, ensuring adherence to best practices and operational guidelines.

Senior Station Assistant

Punjab Police, Pakistan

2021 – 2023

- Served as a key administrative support officer, ensuring smooth day-to-day operations at the police station.
- Welcomed and assisted visitors and callers, directing them to appropriate personnel and providing essential information.
- Maintained accurate criminal records, warrants, and administrative data, ensuring that all documentation was up to date and correctly filed.
- Assisted in the preparation of daily reports, including arrest records, incident reports, and case files, supporting law enforcement activities.
- Trained and supervised junior staff in data entry and administrative procedures, improving operational efficiency.

Police Station Assistant

Punjab Police, Pakistan

2016 – 2020

- Managed administrative and clerical tasks, ensuring an organized and efficient office environment.
- Recorded and filed official correspondence, including emails, memos, and legal documents, maintaining strict confidentiality.
- Assisted officers in handling case files and evidence documentation, ensuring compliance with procedural guidelines.

Data Entry & Database Management:

- Skilled in managing large datasets, ensuring data integrity, and using digital tools to enhance operational workflows and record-keeping.

Effective Communication & Interpersonal Relations:

- Strong ability to interact professionally with clients, colleagues, and management to foster a collaborative and productive work environment.

Reception Management & Professional English Typing:

- Adept at front-desk operations, greeting visitors, handling calls, and ensuring smooth office communication with exceptional typing speed and accuracy.

Proficiency in MS Office (Excel, Word, PowerPoint):

- Competent in using Microsoft Office Suite for document preparation, data analysis, presentations, and workflow automation.

LANGUAGES

- English
- Hindi
- Urdu



- Supported logistics and inventory management within the station, ensuring that necessary supplies and equipment were available.

CERTIFICATIONS & RECOGNITIONS

- Recognition of Excellent Performance with Cash Prize – District Police Officer (2023)
- Recognition of Good Performance with Cash Prize – District Police Officer (2022)
- Recognition of Completed Tasks – District Police Officer (2022)
- Recognition of Good Performance – District Police Officer (2017)

EXTRA-CURRICULAR ACTIVITIES

- Learning & Professional Development
- Reading History & Research