**ATA UR  RAHMAN**

**Document Controller**

**Ellahabad, Punjab PAKISTAN Content: +923216590017** **rahman.tahir6@gmail.com**[**linkedin.com/in/ata-ur-rahman-a0244611a**](https://www.linkedin.com/in/ata-ur-rahman-a0244611a?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BsX6Q6AlSSJO3Is%2BMTixjeg%3D%3D)

**Professional Summery**

Experienced **Administrative Clerk** and **Cashier** with **16 years** in finance, **Data Entry**, and **Customer Service**. Skilled in **Tally ERP, Document Control, and Microsoft Office**. Strong background in financial record keeping, **Training, and POS** systems. Seeking a position to apply **Administrative** and **Technical** expertise in a dynamic organizational environment.

**Professional Experience**

**Malva Sweet and Bakers:**

July 2024 to Present Pakistan

**Job Description as Administrative Clerk:**

* Operated the cash register, handled cash, credit, and mobile payments accurately.
* Balanced cash drawer at opening and closing, ensuring accuracy.
* Worked closely with bakers and store staff to ensure a smooth customer experience.

**SUPERIOR College:**

Sep 2022 to June 2024 Pakistan

**Job Description as Administrative Clerk:**

* Maintained accurate financial records and prepared ledgers and expense reports
* Composed academic papers and managed student/teacher payment records
* Handled document control and computer lab documentation

**NOOR AL QUSAIS (T.S) & BD Aluminum & Glass cont.**

Nov 2022 to Jan 2023 Sharjah (UAE)

**Job Description as a Cashier Clerk:**

* Managed financial records, reports, and quotations
* Oversaw inventory and office supplies

**MOBILINK GSM (Royal Telecom):**

October, 2018 to April, 2022 Pakistan

**Job Description as a Cashier Clerk:**

* Managed payments, invoices, and bill collections
* Facilitated SIM distribution and JazzCash operations

**HBL (KONNECT by HBL):**

March, 2015 to September, 2018 Pakistan

**Job Description as Account Officer:**

* Recruited and trained agents in Chunian tehsil
* Oversaw financial transactions and app installations

**MOBILINK GSM (QADDAFI LINKS):**

September, 2013 to February, 2015 Pakistan

**Job Description as a Cashier Clerk:**

* Handled postpaid sales and SIM distribution
* Managed customer transactions and billing

**AZM E NAU Educational Complex:**

March, 2008 to September, 2013 Pakistan

**Job Description as Administrative Clerk:**

* Maintained student and teacher financial records
* Managed academic documentation and computer lab files

**Education**

**Bachelor of Arts (B.A)**

**Allama Iqbal Open University, Pakistan B Grade, 1st Division**

**Bachelor of Education (B.Ed)**

**Allama Iqbal Open University, Pakistan B Grade, 1st Division**

**Portfolio**

Cashier, Clerk, Computer Professional, Data Entry, Documents Control, Store keeper, Auto CAD Designer, Tally ERP Software, Corel draw. MS Word, Excel, InpageUrdu, Computer Hardware & Software Installation & Repairing.

**Professional Diploma**

**Auto CAD (NAVTTC)**

[1st Division, A+ Grade, Construction]

Dr. Abdul Qadeer Polytechnic Institute Ellahabad

**Computer Hardware/Software**

[1st Division, A+ Grade]

Rahman Computer Training center Ellahabad

**Professional Skills**

* Computer Operator Advanced
* Data Entry Clerk Advanced
* Documents control Advanced
* Cashier, Clerk, Tally ERP Advanced
* Computer Hardware Advanced
* MS Excel , Word Advanced
* Corel Draw Intermediate
* AUTO CAD Advanced
* Marketing Intermediate
* Customer Service Advanced
* Motivated Intermediate
* Responsible Advanced
* Teamwork Intermediate

**Other Skills**

* Digital Marketing & Freelancing
* SEO (Search Engine Optimization) & Word Press
* Graphic Designer

**Expertise**

* Financial record maintenance, ledger entries, and expense reports.
* Document composition and organization.
* Agent recruitment, training, and oversight of financial transactions.
* Maintain the petty Cash and ensure that cash on hand
* Tally ERP Software handle patty cash.

**Composing Skills**

* Urdu 65 (words per second)
* English 50 (words per second)