



## **Abdul Rahman Amin**

Deira - Riggat Al Buteen,  
Dubai, United Arab Emirates  
+971 56 779 1875

Email – [rahman.bhutta@hotmail.com](mailto:rahman.bhutta@hotmail.com)

Visa Status – Resident

Visa Validity – January 2025.

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### **OBJECTIVE**

Organized Retail and Administration Manager with 19 years of progressive experience in managerial settings. Coordinating multiple, concurrent projects to maintain seamless operations across multiple departments. Motivating team leader with strengths in task delegation and performance management.

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### **CORE COMPETENCIES**

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|---------------------------|---------------------|-------------------------|
| ✓ Administration          | ✓ Recruitment       | ✓ Office Management     |
| ✓ Relationship Management | ✓ Digital Marketing | ✓ Organizational Skills |

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### **EXPERIENCE**

- ❖ **Public Relations Officer** – Dar Al Sharif Documents Clearing Services EST. – Dubai (December 2022 to Date)
- ❖ **Manager Retail Operations** – E-Processing Systems Pvt Ltd - Lahore (Nov 2017 - November 2022)
- ❖ **Manager Administration** – Akwan General Trading L.L.C – Dubai (June 2016 – Oct 2017)
- ❖ **Assistant Manager Administration** – Conver 2 HR Solutions – Lahore (Sep 2014 – April 2016)
- ❖ **Planning & Reporting Analyst** – Telenor Pakistan – Lahore (March 2010 – August 2014)
- ❖ **Franchise Coordinator** – Telenor Pakistan – Gujranwala (July 2005 – Feb 2010).
- ❖ **Relationship Officer** - National Bank of Pakistan – Gujranwala (Feb 2004 – June 2005)

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### **EDUCATION**

#### **SARHAD UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY – PAKISTAN**

Master of Business Administration.

Specialization – Human Resource Management.

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### **HOBBIES & INTEREST**

- ✓ Music    ✓ Long Drive    ✓ Net Surfing    ✓ Playing Cricket

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### **REFERENCE**

Available upon request