



Attique Ur Rehman

Storekeeper/ Admin Coordinator

Dedicated and detail-oriented storekeeper with over two years of experience in inventory management and retail operations. Proficient in maintaining accurate stock records, conducting regular audits, and optimizing storage space. Strong organizational skills and ability to handle multiple tasks efficiently. Committed to delivering exceptional customer service and ensuring smooth store operations

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📅 09 October, 1997

WORK EXPERIENCE

Storekeeper

Almaya Supermarket

04/2023 - Present

Dubai (UAE)

Achievements/Tasks

- Ensuring accurate and up-to-date inventory records, tracking stock levels, conducting regular stock checks, and placing orders to replenish inventory when necessary.
- Receiving shipments, checking their contents against invoices or purchase orders, inspecting the quality and quantity of goods, and organizing their storage in the appropriate areas.
- Properly arranging and categorizing products within the store, ensuring easy accessibility, maintaining a clean and organized storage area, and rotating stock to prevent expiry or spoilage.
- Ensuring all products are correctly priced and labeled with accurate information, including product descriptions, barcodes, expiry dates, and any applicable promotions or discounts.

Compliance Assistant/Admin

SD Mirza Securities

2020 - 2021

Lahore (Pakistan)

Achievements/Tasks

- Help ensure compliance with best execution requirements, order handling procedures, and trade execution policies. Monitor and review trading practices to identify any potential violations or irregularities.
- Assist in the review and verification of client documentation for account opening, ensuring compliance with know-your-customer (KYC) and anti-money laundering (AML) regulations. Help establish and maintain appropriate client due diligence procedures.

Loan officer

Khushali Microfinance Bank

2019 - 2020

Pakistan

EDUCATION

Bachelor of Commerce (B.COM)

University of Punjab

2016 - 2018

Pakistan

Higher Secondary Education

Iqra College of commerce

2014 - 2016

Pakistan

SKILLS

Administration

Sales

Retail products Knowledge

Compliance

Effective Communication

Cashiering

Service oriented

Time management

Client handling

Fast learner

Analaytical Ability

Critical Thinking

AML (Anti money Laundering)

CERTIFICATION

Social Media Marketing

- Google Garage

Basic Computer Course

- Fast Acedemy

E.Commerce

- DIGI Skills

PERSONAL DETAILS

Nationality: Pakistani

Martial Status: Single

LANGUAGES

Urdu

● ● ● ● ●

English

● ● ● ● ○

Punjabi

● ● ● ● ●

PERSONAL INTRESTS

Photography

Videography

Music