

# MALIK ABDUL REHMAN

**EXPERIENCE (PK):** 8 Years of Sales Management

Voice : +971 55 55 92869

Date of Birth: 10<sup>th</sup> Feb, 1994

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Marital Status: Single



## **CAREER OBJECTIVES:**

I am keen to prove myself in every sort of challenges by keeping the mutual benefits of an organization in my mind.

## **WORKING EXPERIENCE:**

### **JUNAID JAMSHED PVT LTD**

**Position:** Assistant Manager

**Year :** Feb 2020- Aug 2023

#### **Essential Function & Responsibilities**

- Organize all store operations and allocate responsibilities to personnel
- Supervise and guide staff towards maximum performance
- Prepare and control the store's budget aiming for minimum expenditure and efficiency
- Monitor stock levels and get replenishment.
- Deal with complaints from customers to maintain the store's reputation
- Plan and oversee in-store promotional events or displays
- Analyze sales and revenue reports and make forecasts.

### **NRSP MICROFINANCE BANK**

**Position:** Customer Sales Representative

**Year :** Oct 2018 – Sep 2019

#### **Essential Function & Responsibilities**

- Verification at member who apply for loan.
- Daily Basis Installment Collection of Loan Repayment.
- Business Development & Portfolio management.
- Policy & Process adherence.
- Meet customers (outside normal operating processes) to assess customer.
- Provide guidance and resolution to Customer.
- Set a bit ambitious target
- Public interaction and promotion.
- Have complete knowledge of our customer and also our target customer.
- Professional approach / Interaction with customer.

### **EVENTS AND CATERING BY IMRAN**

**Position:** Manager

**Year :** Jan 2015 – Aug 2018

#### **Essential Function & Responsibilities**

- Planned all manner of corporate events, including trade shows, international meetings, corporate retreats, company outings, conferences, and more.
- Managed all areas of events, from pre-planning, through the event day, and post-event activities.
- Supervised team of event planners and assistants, while hiring support staff, caterers, and other contract workers as necessary.
- Determined appropriate levels of staffing and budget to stay within given monetary parameters.
- Organized logistics of event preparation, including location scouting, stage design, venue decor, and program implementation.

## **EDUCATION:**

**2013**

The Islamia University of  
Bahawalpur, Pakistan

**B.Com**

(Commerce & IT)

## **PERSONAL SKILLS:**

### **Personal Attributes**

Adaptable, positive, and open to new ideas  
Discipline organization & administrative skills  
Adaptable attitude to work in groups as an excellent team player  
Adept in using **MICROSOFT WINDOWS** & its application.  
Proficient in using **MICROSOFT OFFICE: WORD, EXCEL & POWERPOINT**

### **Computer Skills**