



Chaudhary Mateen Ur Rehman

Date of birth: 23/01/2000

Nationality: Pakistani

Gender: Male

CONTACT



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ABOUT ME

I have 5 years of experience in public service, specializing in data entry and computer operations. Additionally, I've worked as a Sales Assistant for a year and served as a Virtual Assistant in E-Commerce for 3 years. My skills include data management, operations, and multitasking.

WORK EXPERIENCE

01/09/2022 – 01/04/2024 Multan

Sales assistant Afzal Electronics

As a Sales Assistant, I provide customer service, assist with purchases, and maintain the sales floor.

Responsibilities:

Provide customer service.
Assist with purchases.
Maintain the sales floor.

01/06/2017 – 20/12/2018 Multan, Pakistan

Data Entry Operator Public Prosecution Department

At the Public Prosecution Department, I efficiently handle data entry tasks to support legal proceedings.

Responsibilities:

- Accurately input legal information into databases.
- Maintain data integrity and ensure confidentiality.
- Organize and manage legal documents.
- Perform quality checks on data entry tasks.
- Provide support to legal staff as needed.

01/01/2019 – 31/10/2020 Muzaffargarh, Pakistan

Computer Operator District Bar Association

At the District Bar Association, I manage computer systems to facilitate efficient legal processes.

Responsibilities:

- Manage computer systems for efficient legal processes.
- Monitor system activities and promptly address issues.
- Conduct routine maintenance tasks.
- Ensure data integrity and security by managing data backups.
- Provide technical support to staff and lawyers.
- Document system activities for improvement purposes.

01/11/2020 – 31/08/2022 Multan, Pakistan

Data Entry Operator Public Prosecution Department

At the Public Prosecution Department, I ensure accurate data entry to support legal proceedings.

Responsibilities:

- Ensure accurate data entry for legal proceedings.
- Maintain data integrity and organize legal documents.
- Perform quality checks on data entry tasks.
- Provide support to legal staff.

20/01/2021 – CURRENT Multan

Virtual Assistant at Multiple E-Commerce Marketplaces IT Center Multan

As a Virtual Assistant, I've spent three years across platforms like Amazon, eBay, and Walmart. My tasks included customer inquiries, order processing, product listings, and inventory management.

Responsibilities:

- Customer inquiries and order processing.

- Product listings and inventory management.
- Optimizing listings for sales.
- Collaborating for enhanced customer experience.

EDUCATION AND TRAINING

01/04/2013 – 25/07/2015 Multan

Matriculation BISE Multan

Website <https://web.bisemultan.edu.pk/>

01/08/2015 – 20/08/2017 Multan

Intermediate FBISE

Website <https://www.fbise.edu.pk/>

01/10/2017 – CURRENT Multan

BS Computer Science Virtual University of Pakistan

Website <https://www.vu.edu.pk/>

02/07/2018 – 29/09/2018 Multan, Pakistan

Computer Application Punjab Skills Development Fund

Website <https://www.psdf.org.pk/>

06/12/2016 – 06/12/2016 Multan

Microsoft Office Excel Microsoft Office Specialist

Website <https://www.certipoint.com/portal/Pages/PrintTranscriptInfo.aspx?action=Cert&id=121&cvid=v+RKpprB6MTjxaj08ZE2RA==>

06/12/2016 – 06/12/2016 Multan

Microsoft Office Word Microsoft Office Specialist

Website <https://www.certipoint.com/portal/Pages/PrintTranscriptInfo.aspx?action=Cert&id=120&cvid=2D7pjNg8bqWGEpDvhQiwkw==>

06/12/2016 – 06/12/2016 Multan

Microsoft Office PowerPoint Microsoft Office Specialist

Website <https://www.certipoint.com/portal/Pages/PrintTranscriptInfo.aspx?action=Cert&id=122&cvid=tzhtv93haNVU8pGb78Tf0g==>

LANGUAGE SKILLS

MOTHER TONGUE(S): Panjabi; Punjabi

Other language(s):

English

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

Urdu

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel