



ABDUL WAHID

I am Seeking a Challenging and responsible role in a field where my skills and abilities would be best utilized and have the opportunity to grow professionally. I am sensitive and respectful of all religious beliefs and have cultural norms.

CONTACT

- Dubai, UAE 00000
- +971566605493
- abdulkhanbs3@gmail.com

SKILLS

- Confidentiality
- Exceptional Administration Skills
- Book Cataloguing
- Record Management
- Rental Management
- Collection Management
- Customer Service
- Marketing Understanding
- Consultative Selling
- Strategic Marketing
- Account Management
- Sales Strategies
- Digital Marketing Strategy
- Face-To-Face Sales
- Greeting Customers
- Multitasking Ability
- Record-Keeping and Bookkeeping
- Clean and Tidy Nature

LANGUAGES

- Urdu: First Language
- English: C1
Advanced
- Urdu: C2
Proficient

PERSONAL INFORMATION

- D.O.B : 05/03/1998
- Marital Status: Married
- Religion: Islam
- Passport No: HM6174501
- Passport Expiry: 30/04/2028
- Visa Status : Visit Visa

EXPERIENCE

Documents Controller

Lucky Cement Limited. - Luckymarwat, Pakistan

12/2022 - 11/2023

- Trained employees on proper document handling and operation of DMS systems for storing information to keep documents safe.
- Designed templates for documents, file types and document databases for storing information.
- Maintained document review and approval procedures for confidential or sensitive information, controlling flow of documents.

Accounts Executive

QMH TECHNOLOGIES - Rawalpindi, Pakistan

06/2021 - 12/2022

- Trained and mentored new account executives.
- Tracked sales and detailed trends through regular reports for senior management.
- Developed sales plan to exceed annual sales targets and grow business.
- Developed valuable client relationships through proactive communication and service execution.

Receptionist

Luxury Hotels - Doha, Qatar

05/2020 - 03/2021

- Answered and directed incoming calls to relevant staff members using multi-line telephone system.
- Maintained clean and orderly reception area to impress and welcome visitors.
- Organised and updated weekly schedules and monthly calendar obligations for various levels of management and junior staff.
- Offered outstanding hospitality throughout client visits, aiding positive customer experiences and loyalty.

EDUCATION

2020
B.S ECONOMICS Science
Kohat University Of Science & Technology - Kohat, Pakistan

2015
F.S.C Computer Science
QUIAD INTERCOLLEGE - Kohat Pakistan

2013
Matric Science
Cambridge Public High School - Sadda, Pakistan

DECLARATION

- I declare that the details mentioned in this CV are correct and true to the best of my Knowledge.