

**NAIK REHMAN****Mobile # +971522956454, +971504153272****Email: Naikrehman419@gmail.com****Near Abu Hail Metro Station Dubai UAE****Career Objective**

Seeking a challenging and responsible position where I can utilize my knowledge to contribute to the growth of the company.

**Personal Traits & Attitude**

Able to understand today's business environment internal and external with self motivation, well organized, able to work under pressure and sincere in carrying out assignments and order with own initiative, offering great potential for professional growth and achievement. Able to learn and adapt new procedures quickly. Dynamic team player. Ability to handle matters with maturity, tactfully and discretion. Strong sense of responsibility with perfect dedication.

**Education:****Bachelor in sociology (University of Haripur)****F.SC in Science (government Post Graduate College Haripur)****Matriculation in Science (Government High School)**

November 2021 – February 2024 (Continue)	<b>Dubai Airports</b> <b>Supply Management Fulfillment, Sec: Dubai Airports</b>
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**Storekeeper Assistant / Warehouse Assistant****Responsibilities**

- Receive materials from suppliers
- Receive items like electrical, mechanical, uniform,
- Inspect materials and receive according to Delivery Notes
- Inform Storekeeper along with delivery note documents
- Ensure compliance with all health & safety requirements for chemicals and that those are stored according to the MSDS. Update and maintain product safety data file of the location.
- Locate materials at exact locations in inventories and update the excel sheet according

October 2019– November 2021	<b>Bright Future Tourism</b> <b>Tour Guide, Sec: Customer Service</b>
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**Customer Service Agent****Responsibilities**

- Receive VIP customers from visiting point and lead them to their visiting locations
- Guide visitors about the multiple locations and sight viewing
- Carry their personal belongings and welcome them with a smile
- A high attention to customers

November 2017– September 2019	<b>English Biscuits Manufactures</b> <b>Quality Assurance, Sec: Productions</b>
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**Quality Assurance Assistant****Responsibilities**

- EBM industry is well organized multinational organization
- Check the quality of biscuits and improve
- Check the ingredients in biscuits and the standard weight
- Special care for 5S cleaning with the help of cleaning staff
- Provide report to production manager everyday

February 2015– September 2017	<b>Taj Hotel Islamabad</b> <b>Front Desk, Sec Customer Service</b>
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**Well come****Responsibilities**

- To well come Guests in an organized Hotel
- Well come with smile and high attention
- Lead them to their rooms with luggage
- Personal care for them in their rooms with availabilities
- Follow the orders and provide full attentions to guests

**Personal Details**

- Date of Birth 20-01-1997
- Place of Birth Waziristan, Pakistan
- Marital Status Married
- Nationality Pakistani
- Religion Islam
- City of birth South Waziristan

**Skills**

- Computer skills (MS Excel, MS Word, Internet Exploring, Googling)
- Leadership skills and growing skills
- Work under pressure and can present to the higher managements

**Languages**

- Excellent command of spoken and written English (EPT level 4 in current company)
- High command on local languages of Pakistan
- Can speak Pashto, Urdu, Hindi, Punjabi, Afghani, Hindko, Saraiki, English

**Achievements & Interests**

- Best customer Agent award
- Interest in playing games like cricket, football, gym
- Achieved best employee appreciations in customer service role

**Reference**

Gladly furnished upon request