



Hafeez Ur Rehman

Office Management

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Naif Area
Flat # 307
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Deira Dubai

EDUCATION

Matric B. I. S. E Multan
2017-2019

Computer Science

Govt.Emerson College,Multan
2020-2021
Intermediate

SKILLS

- **MS Office**
- **MS Word, MS Excel,MS Power Point, Typing.**
- **Amazon**
- **Ebay**
- **wellmart**

WORK EXPERIENCE

Job position here

2017-2019

Naimat of Group Company

Proficient in Microsoft Office typically means you are able to use MS Word to edit text documents, create templates, and automate the creation of tables of content. Proficient in Excel means running and creating functions, pivot tables, and charts. Plus, you can make slideshows in PowerPoint

Job position here

2020 -2021

volka food international LTD.

supervising and monitoring the work of administrative staff. processing invoices and managing office budgets. implementing and maintaining procedures/office administrative systems. organising induction programmes for new employees. ensuring that health and safety policies are up to date.

Job position here

2022

Ashtar Trade Test Trevel Agency.

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies

Job position here

Continue.....

Atta Son's Trade Test Trevel Agency

The level of contentment employees feel with their job. This goes beyond their daily duties to cover satisfaction with team members/managers, satisfaction with organizational policies, and the impact of their job on employees' personal lives