



# Hafeez Ur Rehman

Office Management

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## 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