

# Rashid Mehmood

Highly organized administrative officer with over 3 years of experience in managing office operations, budgeting, scheduling, and providing executive support. I am proficient in office software and committed to enhancing productivity and efficiency.



## PERSONAL INFORMATION

- Father's Name Rahim Bakhsh
- Passport No. MD0168211
- Date of Birth 01-Jan-2000
- Nationality Pakistani
- Domicile Punjab (RYK)
- Religion Islam
- Marital Status Single
- Visa Status Visit Visa

## CONTACT

Email: [brightrashidryk@gmail.com](mailto:brightrashidryk@gmail.com)

Phone: (971) 561688604

LinkedIn:

[www.linkedin.com/in/rashid-mehmood-ryk](https://www.linkedin.com/in/rashid-mehmood-ryk)

Address: 10A St – Naif, Deira Dubai

## SKILLS

- Word, Excel, PowerPoint, Outlook
- Photoshop, Illustrator Premier Pro,
- After Effect
- English Typing Speed 45+
- Problem solving
- Leadership
- Multi-Tasking
- Work Under Pressure
- Team Work

## LANGUAGES

ENGLISH

URDU

## HOBBIES

Playing Volleyball

## REFERENCE

- Doctor (PhD) Faiz Ahmed  
Email: [faizsolangi@gmail.com](mailto:faizsolangi@gmail.com)

## EDUCATION

**Master of Science** (16 Year) **Attested From UAE**  
**Chemistry**

KFUEIT Rahim Yar Khan Punjab, Pakistan  
2019 To 2021

**Bachelor of Science** (14 Year)  
**Zoology, Botany, Chemistry**

Islamia University of Bahawalpur, Punjab, Pakistan  
2017 To 2019

**Computer Diploma**

**MS Word, MS Excel, MS PP, Typing Master, In page**

Rahim Yar Khan College of Technology  
22-oct-2020 to 22-Jan-2021

## EXPERIENCE

**Administrative Assistant**

**Chempak Crop Pvt. Ltd.**

**01-Sep-2023 to 4-May-2024**

Assist in controlling the document receiving, issuing, and registering.

Responsible for ensuring that all the outgoing documents have the proper reference numbers as per the control sheets.

Assists in maintaining and updating the document registers.

Ensure incoming documents are registered, disseminated, and filed.

My duties include product dispatch, surveys, and quality quantity inspection.

**Administrative Clerk**

**Iqra Sout-Al-Quran School RYK**

**09 Dec 2022 to 19 Aug 2023**

Answering telephones, filing, copying, posting, data entry, and typing.

Greets school visitors and answers telephones.

Maintains accurate and up-to-date permanent records and attendance reports.

Schedules appointments and meetings.

Draft document formats and types: forms, letters, reports, memos, and contracts.

**Data Entry Operator**

**Gov. Secondary School RYK**

**02 Sep 2021 to 03 Dec-2022**

Welcoming guests and directing them to the appropriate person or department.  
Handling incoming calls, taking messages, and transferring calls to the appropriate staff members.

Making a weekly test report on Excel Sheets and discuss them with the headmaster of the school to highlight weak students.

Computerized composing of annual and term papers.

Results preparation, etc. were my duties at this school.

**Graphic Designer**

**Fiverr**

**Feb-2018 to Sep-2021**

Photo editing in Photoshop and Lightroom Basic video editing on Premier Pro.

Product photo enhancement. Flyer design in Adobe Illustrator Logo tracing, etc.