



Rehan Joseph

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To obtain an suitable position where I will be able to contribute my skill,knowledge and experience to a company that will give me an opportunity to develop my career.

Professional Experience

Transguard Group LLC Security Guard

05/22 - 11/24

- Observing and Reporting
- Detecting and Deterring Crimes
- Keep Great Public Relations
- Limiting Access and Making use of Warning Systems
- Patrolling
- Traffic Control
- Control of crowds
- Finding Safety Hazards
- Performing Other Essential Acts
- Keeping individuals away from dangerous situations.
- Protection of Property
- Protection of Information

AL Janat Mall Cashier

03/21 - 04/22

- Journal vouchers
- Document financial transactions by entering account information
- Ledger,Trial Balance,Payment Vouchers
- Receipts vouchers,Handling Petty Cash
- Bank Reconciliations,Advance Clearance,Pay Roll,Management of workers
- module,Management of Account Receivables,Accounts Payable
- Budgets Comparison and analysis
- Recording invoices and receipts in the system.
- Data entry,Cash Supervisor,Utility Bills,Interdivisions, Interaction with vendors

Econ And Oppas Sales Agent

09/17 - 08/18

- Handling and resolving customer queries and complaints over the phone
- Identifying and converting the opportunities for cross-selling
- Ensuring phone selling activities,including direct mail and telemarketing
- Guiding customers through banking applications and the internet
- Taking ownership of each customer's call while prioritizing their needs
- Adhering to information security norms and quality process norms.

Education

Government College University Faisalabad Pakistan
Msc Sociology

University Of Agriculture Faisalabad Pakistan
M.Com Finance

Global Institute Lahore Pakistan
B.Com IT

Lasalle College Faisalabad Pakistan
I.Com

Lasalle School Faisalabad Pakistan
Matriculation

Key Skills

- Microsoft Office
- Email
- Internet browsing
- Certified CCA
- Certified front desk management
- Barista skill level 2 UK

Interests

- Football
- Basket ball