

Rahil Najam

Retail Administrator

I am an enthusiastic and dedicated professional with extensive experience across all facets of Administration, HR & Finance.



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Work Experiences

Retail Administrator

Sun & Sand Sports WLL (Gulf Marketing Group - U.A.E)

Aug, 2015-Mar, 2022

Kingdom of Bahrain

- Centralized Administrator between headoffice (U.A.E) and remote region (Kingdom of Bahrain).
- Adminstrating 14 retail stores and Wahrehouse.
- Communicating on related all B2B operational matters.
- Liase with depts in HO, for nessasary approvals to accomplish tasks.
- Collecting DSR & make compile sale report for accounts.
- Payroll subcoordinator for staff attendance, overtime & insentives.
- Procurement for all nature of business needs.
- Staff contracts management, onboarding assesments, visa facilities.
- Property lease contracts, agreements, insurance & restoration process.
- Commercial business license renewals.
- Filing monthly VAT (value added tax).
- Accumulating monthly stores petty cash, travel reimbursements.
- Document controlling and posting invoices, PO, import/export invoices.
- Monthly stores financial spot check & accountability.
- Annual mentainance checklist (MEP).
- Accounts payable/receivable.
- Fiscal year audit support.
- SOP compliance.

Company Brand & Identity Designer

Majeed & Mohamed group of companies for Marble, Tiles

Mar, 2013-Aug, 2015

Kingdom of Bahrain

- Task to consult & provide analysis, solutions, and general marketing expertise to help company successfully sell their products.
- I have typically work for management consulting firms or advertising agencies and interact with a client company brand managers or marketing executives
- Responsibilities are included with WEB DEVELOPMENT & 3D DESIGNS, PRINT MEDIA.
- Creating business profiles according for the company requirements
- Development and implementation of interior designing based work process for the project departments.
- Proposed layouts for constructive building's interior or exterior works.
- Providing solutions and skill work for international exhibitions in all over GCC.
- Online purchase & shopping solutions for convenient business.

Languages

English ● Urdu ●

Skills

Organizational Skills	● ● ● ●
Time Management	● ● ● ● ●
Communication	● ● ● ● ●
Negotiation	● ● ● ● ●
Public Speaking	● ● ● ●
Work under pressure	● ● ● ● ●
Interpersonal skills	● ● ● ● ●
Microsoft Office	● ● ● ● ●
Bookkeeping	● ● ● ● ●
Multitasking	● ● ● ● ●
Confidentiality	● ● ● ● ●

Academic Qualifications

- Diploma in Information Technology – NCR Education.
- Diploma in Computer Science – Petroman Institute.
- Bachelors – Karachi University.

Skill Certifications

- System Hardware, Tech support, Maintenance.
- Microsoft Office.
- Web & Graphics Design.
- Electronics appliances, Radio, Tape, Transistors.

Personal Information

- Currently Living in Karachi, Pakistan.
- Age 43.
- Valid passport till 2025.
- more info can be provided upon request.