

UAE, SHARJAH

0502967394

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SOHAIL RAHMAN

OFFICE ADMINISTRATOR

EDUCATION

2022 PAK	B.S Computer Science <i>AUP</i>
2018 PAK	Diploma information Technology <i>SST</i>
2018 PAK	High School <i>ICMS</i>
2022 PAK	Airlines ticketing and reservation <i>TTB</i>

CERTIFICATES

- DATA ANALYTICS AND BUSINESS INTELLIGENCE
 - SEO
 - QUICKBOOKS
 - MARKETING

SOCIAL MEDIA



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PROFILE

Experienced Data Administrator/Analyst eager to join a forward-thinking team, enhancing data quality and driving insights for strategic growth with my analytical skills and commitment to innovation..

PROFESSIONAL EXPERIENCE

IELCS PESHAWAR

Office Administrator

From:
May/2022

To:
Oct/2023

- Provide administrative Support to the management team, teachers, and staff.
- Manage payroll and ensure timely payment to employees.
- Maintain the accurate records, database and filing running.
- Handle Students admissions, registrations, and withdrawals.

IELCS PESHAWAR

Accounting Manager

From:
Oct/2023

To:
April/2024

- Manage the Portfolio of Student accounts, ensuring Timely payment, and resolving any financial issues,
- Coordinated travel arrangements for staff members.
- Analyze data and report to inform account management strategies and improve student outcomes.

AL SADF AUTO MAINT (UAE)

Accountant

From:
May/2024

To:
Present

- Monitor and control Workshop expenses, such as parts, labor, and overhead.
- Process and Manage Customer payments, credits, refunds.
- Manage and maintain accurate financial records, including incomes, expenses, and assets.

SKILLS

Ms. Office • Operating System • Networking • Management
• adobe Creativity • Google Suite