

# Mr. Sadiq Rahman



**Location:** Pakistan. **Phone:** +923255845301

**Email:** [Sadiqrahmanw@gmail.com](mailto:Sadiqrahmanw@gmail.com)

**Age:** 23 years old

**Gender:** Male.

**LinkedIn Profile QR Code:**



## Career objective:

Dedicated and results-oriented professional with an excellent track record in computer operations, customer service, document control, data entry, marketing, and social media advertising. I am searching for a dynamic role where I can utilize my expertise in communication, experience, teamwork, and cooperation to drive achievements and contribute to company success. With a high commitment to excellence and a focus on delivering high-quality results, I aim to add immediate value to any organization. As a problem solver and strategist, I strive to improve operational efficiency while maintaining a customer-centric approach. I am eager to join a forward-thinking company that recognizes and values my skills, dedication, and experience, leading to mutual growth and success.

## Experience (Work History):

### **(1) Job Title:** Documents Controller/ Computer Operator

December 2022– January 2024

**Organization:** Al Nibras Transport Co W.L.L.C

**Location:** Qatar Industrial Area Doha Municipality.

### **Works And Responsibilities:**

- Office Documents Control
- Customer Representative
- Customer Care
- LPO's And Mailing
- Call Agent
- Employee Data Base
- Check Stock Availability & Ordering.

### **(2) Job Title:** Typing center Agent.

January 2024– Present

**Organization:** Wagara for Services.

**Location:** Qatar, AR Riyan Fereej Al Murra Zone55.

### **Works And responsibilities:**

- Typing & Digital Printing Process
- Ministry Of Interior Qatar (MOI) Services
- Visa Application Process

- Online Application & Web Search
- Scanning & Composing

## **Education History:**

### **(1) Title: Bachelor's degree Regular;**

From March 2020–2022

**Subjects:** Arts, Computer Science & Economics.

**University Organization:** University Of Science & Technology Bannu.

**Location:** Pakistan, Khyber Pakhtunkhwa, Bannu

**Achievements & Certificates:** Bachelor's degree Verified Certificate.

### **(2) Title: Information Technology Technical Diploma;**

From August 2019– August 2020

**Subjects:** E-commerce, Typing, Networking, Data entry & social media.

**Organization:** KP Board Of technical Education Peshawar.

**Location:** Pakistan, Peshawar.

**Achievements & Certificates:** IT Original Verified Certificate.

## **Skills:**

- ✓ Microsoft office (Word, Excell, PowerPoint & Outlook).
- ✓ Corel draw Designing
- ✓ Adobe Photoshop
- ✓ Online Internet Services
- ✓ Ai GPT Programs.
- ✓ Mailing
- ✓ LPO's
- ✓ Estimates
- ✓ Stocks.

## **Languages;**

**English – Professional** (Reading, Writing, Speaking)

**Urdu – Native** (Reading, Writing, Speaking)

**Arabic- intermediate** (Reading, Writing, Speaking)

**Hindi - professional** (Speaking).

## **References:**

Available Upon Interview