

# Mutee Ur Rehman

Data Entry Operator, Cashier, Warehouse Stock Care, Work in Online Like Amazon, Noon.

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Baniyas Complex, DeiraDubai.

## EXPERIENCE

### ABS, Pakistan — *Data Entry Operator*

**Start:** January 2021-**End:** October 2021

Make Sale Invoice, Make Sale Return, Make Purchase Order, Make item ID, Make item Description, Make Regular Purchasing Detail in Excel File, List the item in Online Like Amazon, Noon, SDG, Carrefour, Daraz and Discount Store.

### AMGT, Dubai— Warehouse Stock Care

October 2021 - Continued

Stock in, Stock Out, Stock Taking, Sales Invoices, Sales Returns, Make Replacement, Make Adjustment, Shipped the item in Online, Packing in Online Order, Make Email & Reply the Email, Five Month Work as a Cashier.

## EDUCATION

### Govt Boys High School Piryal, Rawalpindi — *Matric*

August 2018

Subject: Arts

### Govt Boys Degree College Chakri, Rawalpindi — *FA*

September 2020

Subject: Arts

## SKILLS

Good Work in MS Word  
Good work as a DEO  
Experience as a Cashier  
Good Management Skill  
Experience as a Supervisor  
Experience in Listing  
Experience in Sales item in Online Platform  
Experience in Stock Caring and Management  
Good Experience in Email Making and Quick Reply  
Good Skill in Converting the File  
Experience in Documents Scanning & Printing  
Experience in Packing the item for Online Order

## LANGUAGES

Urdu, Punjabi, English