

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 World
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