



# Mr. Naveed ur Rehman

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## PERSONAL STATEMENT

To become a part of a dynamic group where I could further explore the skills and capabilities that I gained in the whole academic career and to serve in a challenging work environment and equally vast opportunities of career development based upon achievements and results.

## EMPLOYMENT HISTORY

### Sales Agent at Global Outreach Bpo, Islamabad

10/2020 – 12/2022

- Contact potential customers and sale product in United States of America (USA) through phone call.
- Maintaining positive business relationships to ensure future sale.

### PR Officer at Gerry's International, Islamabad

4/2019 – 8/2020

- Provide guidance about the visa and required documents according to checklist.
- Generate report according to the required format of an organization.
- Inform the team lead and project Manager about the status of applicants.

### Administrative Assistant at Your Choice Rent a Car, Dubai

5/2014 – 12/2018

- Preparing and maintaining the office records
- Handle the meetings with clients and guests for major projects.
- Maintenance and replenishment of inventories
- Proper maintenance of the office library
- Organize all important documents and files during an audit.
- Maintaining the office utilities
- Keeping a proper check and maintaining the discipline in office timings.
- Making daily reports

### Branch Coordinator at Future Vision Organization FVO, Peshawar

6/2010 – 6/2011

- Done duties such as taking phone calls, taking messages, respond to inquiries and provide clerical and secretarial support to center staff and management.
- Responsible for processing maintenance requests for manager and supporting staff.
- Help in bookkeeping.
- Responsible for handling daily staff scheduling.
- Help in opening and closing of facility at the beginning and ending of each day.
- Responsible for organizing, registering, and publicizing staff for workshops and staff development.
- Done other duties as needed.

## **EDUCATION**

**Agricultural University | Peshawar, Pakistan**

**Bachelor of Business Administration**

CGPA 3.23

2009 - 2012

**Peshawar public School & College | Peshawar, Pakistan**

**FS Pre-Medical**

Marks 708/110

2006 - 2008

**Having UAE valid driving License**

## **IT SKILLS**

- Proficient in Windows (98, 2000, ME, XP, 7,8)
- Email Clients (Outlook express, MS outlook, Win Mail, Win Live Mail and Mac Mail)
- Office Automation

## **PERSONAL SKILLS**

- Strong coordination & communication skills at all levels.
- Decision making skills.
- Administration skills.
- Customer relationship management (CRM) skills
- Reporting, Documentation and Presentation skills
- Time management and prioritizing skills
- Coaching and Training Skills
- Ability to cope under pressure skills.
- Quick learner and can-do attitude.

**REFERENCES Available on Request**