



## Fazal Ur Rehman

**Date of birth:** 11/09/1997 | **Nationality:** Pakistani | **Gender:** Male |  
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Dubai, United Arab Emirates

**About me:** I keep multi-talented skills in planning a course of action to my daily endeavors deadlines. I would describe my self as enthusiastic in learning new skills and have positive career-oriented approach to solve problems. A determined and able individual with highly proficient technical and communication skills having the potential to deal with upcoming challenges and aiming to work rigorously towards the betterment of the community and intrapersonal skills.

### ❖ WORK EXPERIENCE

01/03/2015 - 13/08/2018 - Lahore, Pakistan

#### Sehar Autos – Lahore, Pakistan

- Accounts Manager:-

- Planning daily activities
- Keeping Records of Imports and Exports
- Technical Skills: MS Office
- Responsibilities :

Scheduling and Managing daily activities, Keeping overall record, Meeting Clients and Closing deals, Calculating Net amount (Profit/ Loss)

12/07/2020 - 13/09/2020 - Lahore, Pakistan

#### Zarai Tarqyati Bank- Lahore, Pakistan

- Accounts Training

- Banking Process
- Interests Calculation

10/12/2020-04/07/2021- - Lahore, Pakistan

#### Abacus Consultancy - Lahore, Pakistan

- Team Lead

- Customer Support
- Educating Customers with Updates

10/07/2021-10/03/2023- - Lahore, Pakistan

#### Telenor Microfinance Bank- Lahore, Pakistan

- Assistant Account Manager

- Keeping Record (MS Office)
- Tracking Transactions
- Retailer Support officer,
- Social media Manager

## ❖ EDUCATION AND TRAINING

01/01/2015 - 01/01/2019 - Lahore, Pakistan

**BS Accounting & Finance**– Superior University, Lahore, Pakistan

**Website** <https://www.superior.edu.pk/>

**Address:** Raiwind Road, Lahore, Pakistan

**Field of study:** Accounting, Finance, and Tax

| **Final grade** 3.00/4.00

01/10/2013 - 01/02/2015 - Lahore, Pakistan

**I.Com**– Punjab College of Commerce

**Commerce, Accounting, English**

**Final grade** 688/1100

01/01/2003 - 01/01/2013 - Lahore, Pakistan

**MATRIC** – Don Bosco High School

**Address** Lahore, Pakistan **Final Grade:** 664/1100

## ● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s): English

**LISTENING**

B2

**UNDERSTANDING**

B2

**SPEAKING**

B2

**WRITING**

B2

## ● DIGITAL SKILLS

### **My Digital Skills**

Microsoft Office ( Microsoft ) | Excel |

## ● SOCIAL ACTIVITIES

01/01/2018 - CURRENT

**Volunteer**

I Served as a Volunteer with two welfare organizations during the pandemic in my country. I engaged myself in many volunteering activities such as fundraising, clothes collection, and scheduling activities.



