cover letter

**THE MANAGER**

United Arab Emirates / Worldwide

Dear Sir/Madam,

The desire for career growth encourages me to seek more challenging field of opportunities. I sincerely believe that I can handle any challenging responsibilities that might be require in your institution. I am looking forward to be associated with a dynamic team and Professionals where I can utilize my knowledge.

I’m willing to be trained for professional growth. Hard-working, patient, skilled, attentive and can easily learn and can adapt to new working environment, knows the value of work and time, can work under pressure, has good visualization, and can be a creative and productive member of a team.

An experienced, disciplined, and highly-motivated in **Optical field** along with **System Analyst** and **Business Relationship Manager/ Graphics Designer and Product Photographer** who has worked on a wide range of projects within both the Public and Private Sectors in Optical business, General Trading Business and in IT field. An accomplished and fluent communicator with strong investigation, problem-solving and decision-making skills, combined with a pragmatic approach and sound business acumen. Highly accomplished with a verifiable track record in fields such as analysis and gathering, business process mapping and the development of interactive prototypes...



Truly yours,

**Rehmat Khan**

**+971 55 634 8276**

**rehmatzaman@gmail.com**

Rehmat

[**Rehmat.334648@2freemail.com**](mailto:Rehmat.334648@2freemail.com)

**UAE Valid Driver’s License**



**OBJECTIVE**

Looking forward to be associated with a dynamic team and professionals where I can utilize my knowledge to contribute to the company’s success and for professional growth.



**EXHIBITIONS, SEMINARS & TRANING**

I have good experience in optical different fields of marketing, sales, business relationship and online e-commerce. I attend various Exhibitions worldwide to represent our company where I am working in different platform of the world. I have good experience with opening new market in different areas of the world. Some of the world’s Top Exhibition and our attendance are bellow…!

* **VISION-X** DUBAI UAE December 2012 (Every Year)
* **MIDO** MILANO ITALY March 2012 (Every Year)
* **SILMO** PARIS FRANCE September 2012 (Every Year)
* **SILMO** ISTANBUL TURKEY December 2012 (Every Year)
* **OPTI** München Germany January 2012 (Every Year)
* **OMAN** MUSCAT OMAN November 2012 (Every Year)



**WORK EXPERIENCE**

**System Analyst and Business Relationship Manager in Optical Field**

ALBUR OPTICALS LLC, Deira, Dubai, United Arab Emirates Nov 2012 to Present

* Responsible for the day to day IT requirements of the company
* Business Relationship all over the world via Emails, Telephonic conversation, and Physically visit in different countries to build up a relationship with the target customers in manufacturing, wholesale and Retail market chains worldwide in optical field.
* Managing a team of over 30 administrative & technical staff.
* Managing the budgets and expenditure on company based Multiple Tasks.
* Reporting to the Managing Director
* Having excellent time management, confidentiality & communication skills. Having strong IT, commercial, planning and budgeting skills.
* Responsible for the recruitment and training of new staff after making interviews of them.
* New relationship internationally or Local buildup database for future communication and required information about business from the target market and discussing with Managing Director.



**IT Manager / Digital Photocopier and Printer Tech**

GPB Office Solution, Athens, GREECE, Europe Nov 2009 – Aug 2012

* IT & Network Administrator, Digital Photocopier and Printer Technician. Working on Refurbished Machines in Athens Greece. Dealing with Sales Marketing, Networking, All Configuration and Maintenance. Handle website of the company designing and Complete Management.
* Responsible for IT infrastructure through to implementing new technologies. Responsible for hardware and software installation, maintenance and repair
* Performing routine audits Machines before Delivered to end users.
* Manage the budgets and expenditure on hardware and parts of Machines
* Reporting to the CEO
* Solving problems of the end users by phone, by Remote Control PC to PC Management or by Physical visit in case of serious issues in the machines or System.
* Management of server software and associated backup routines. To evaluate, test, advice, train and support the end customer all the time.
* Maintaining documentation, invoices, Monthly services clients and sales targets in Accounts management and reporting to CEO every month.



**Network Administrator/ System Engineer**

NK-Fact College of Computer Science, Lahore Pakistan June 2002 – June 2004

* Working on Domain servers and workgroup.
* Giving specific Privilege to student for using lab’s computer.
* Maintaining Computers Hardware and Software for all kind of Troubleshooting.
* Responsible of Lab computers and Class Computers. Office Equipment like Printers and scanners maintenance.
* Responsible for Managing administrative & technical and Teaching Staff along with more than 1500 Current Students in the College
* Responsible for College Domain and users for the College from 1st Year to final Year’s Students.
* Responsible for hardware and software installation, maintenance and repair. Performing routine audits of systems and software.
* Reporting to the Financial Manager of the College about any need for the lab or Computers etc.
* Management of server software and associated backup routines. To evaluate, test, advise, train and support Network related projects of the Teachers and students.
* Maintaining documentation of changes regarding users, functions & systems privilege by Domain such as each class has different privilege according to that.
* Managing the internal & hosted network infrastructure including: firewalls, servers, switches etc.



**TECHNICAL SKILLS**

* **MCSE (Microsoft Certified System Engineer)**

NICON Computer Science College, Lahore, Pakistan 2002 to 2002

* **A+ Certification and Training**

NK-Fact College of Computer Science, Lahore, Pakistan 2002 to 2002

* **MS Office 2003 Certification**

NK-Fact College of Computer Science, Lahore, Pakistan 2002 to 2002

* **Certified Graphics Designer and Multimedia Production**

NK-Fact College of Computer Science, Lahore, Pakistan 2002 to 2003



**SOFTWARES**

* Windows OS (All Versions)
* MICROSOFT SERVER 2000,2008 AND NETWORK ESSENTIALS
* ADOBE SUITE (MAXIMUM ALL)
* CORAL DRAW X7
* AUTOCAD
* MICROSOFT OFFICE
* WORD PRESS
* JOOMLA
* PHP FUSSION
* HTML
* SWISHMAX4
* Video Editing Advance Level Tools
* Accounting Tools CRM, Peachtree etc.



**WIDE ARRAY OF EXPERIENCE**

NETWORK ADMINISTRATOR GRAPHICS DESIGNER

BUSINESS RELATIONSHIP MANAGER OFFICE MANAAGER

IT MANAGER WEB DEVELOPER

WEB DESIGNER TRADING

TEACHER MICRO FINANCING

SECRETARY PHOTOCOPIER TECHNICIAN

SALES MANAGER TEAM LEADER

PRODUCT PHOTOGRAPHER EXHIBITION ORGANISER

BUSINESS ANALYSIS CALL CENTER MANAGEMENT



**LANGUAGE**

ENGLISH Fluent

URDU Fluent

PASHTO Fluent

ARABIC Good

HINDI Fluent

FARSI Medium

GREEK Beginner

TURKISH Beginner

PUNJABI Good



**WORK PORTFOLIO**

Portfolio <https://www.behance.net/rehmatkhan>

Web Projects <http://www.alburoptic.com>

<http://www.rrsconsultants.com>

<http://www.gpb.gr>

<http://www.zhohaoeyewear>



**EDUCATION**

**Bachelor of Science**

University of Peshawar, Govt. Degree College, Pabbi KPK Pakistan

Graduated 2004

**Faculty in Science**

BISE Punjab, Govt. M.A.O College, Lahore Pakistan

Secondary Education 200



REFERENCE

Reference will be available on request

*(I clarify that everything what I wrote here is true and legal.)*