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|  | **REHMAN**  [Rehman.363294@2freemail.com](mailto:Rehman.363294@2freemail.com) | |
|  | Seeking a challenging position with a reputed organization offering opportunities for growth and advancement. Keen to learn and implement new methods and strategies with proven results. Team player, always result oriented, fast learner and excellent written, oral communication skills. | |
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| **WORKING EXPERIENCE**  **UAE Experience:**   * ***Austrian Arabian Readymix Concrete LLC***. ***Jabel Ali, Dubai, UAE.***   C:\Documents and Settings\Johnson.AAC\Local Settings\Temporary Internet Files\Content.Outlook\L2WQ08OT\AAC Logo clr.jpg  **C:\Users\clara\Desktop\Word Files\Arabtec Holding - Logo.pngExecutive Secretary** (March 2016 - Present)  **Key Responsibilities:**   1. Manage all incoming and outgoing correspondences to ensure all received by the intended addressee. 2. Schedule and manage all appointments and meetings to ensure they happen at the required time. 3. Create, transcribe, and distribute meeting agendas and minutes. 4. Arrange travelling or local and international trips. 5. Maintenance of all office files and documents in good organization. 6. Answer telephone calls and handle in appropriate manner. 7. Meet and greet clients and visitors and direct them to intended departments. 8. Perform general clerical duties to include, but not limited to photocopying, faxing, mailing and filing. 9. Translate documents whenever necessary. 10. Receive incoming documents, parcels and distribute them to the concerned personnel, departments. 11. Receive outgoing documents, parcels and send them to intended locations using the appropriate methods of dispatches.   **ESSENTIAL JOB FUNCTIONS**   * answering telephone calls * maintaining diaries * arranging appointments * taking messages * typing and word processing * filing * organizing and servicing meetings (producing agendas and taking minutes) * managing databases * prioritizing workloads * recruiting, training and supervising junior staff * handling correspondence * implementing new procedures and administrative systems * liaising with relevant organizations * coordinating mail-shots and similar publicity tasks * ***First National Equities Limited , Islamabad***   **Computer Operator** (Jun 20 2014 – May 15, 2015)  **Key Responsibilities:**   * 1. Hardware & software * 2. Data Entry * 3. Sending and receiving E-mail * 4. Internet setting * 5. installation of windows * 6. Office work * ***MS ADVERTISING (PVT) LTD Peshawar Pakistan.***   **Graphic Designer**(March 01 2013 – April 15, 2014)  **Expertise Highlights:**   * Experience in 3ds Max-V ray * Experience in Illustrator, Photoshop and Coral Draw; Free Hand * Experience to work on Multimedia software Like   After Effects; Animation Movie; Adobe Premier; Flash MX; Dreamweaver;  Walkthrough Film Making; Video Editing Motion Graphics; Impage.   * Experience with the latest new graphic techniques and designs * ***FIDA ORGANIZATION, UNHCR Dera Ismail Khan***   **Distribution Officer**(Aug01, 2011–January 01, 2013)  **Key Responsibilities:**   * 1 Distribution of NFI( noon food items) to IDP’s * 2 Verification of data * 3 Registration of IDP’s   **EDUCATION:**  **Graduation: Completion Year:** 2007  From: University of Karachi  **Intermediate Completion Year:** 2004  From: Federal Gov’t Urdu Science College of Karachi  **Metric (science) Completion Year:** 2001  From: Happy Dale Gov’t Boys Sec. School Karachi  **COMPUTER COURSES:**   * **C.I.T(Certificate in Information Technology)**   From InfoBase (College of business and IT and Solution Provider)   * **Certificate in Digital Graphics & Animation**   (Adobe Photo shop/ Illustrator, Macromedia Freehand, and macromedia Flash MX & In page Professional)   * **Certificate in Oracle Developer**   (SQL, Form, Report)   * **Certificate Of Participation**   (Certificate in information technology)   * **Certificate of Web Engineering**   (html, Adobe Photo, Dream Weaver, Flash MX, Java Script & Asp)  **SKILLS AND ABILITY:**  **Computer Skills:**   * MS OFFICE (Word, Excel, PowerPoint .etc.) * MS XP®, MS Win Vista®, Ms Win 7®, Premium, Ultimate and Professional and Windows 8.1 Professional * Computer Software Installation * C.I.T(Certificate in Information Technology)   From InfoBase (College of business and IT and Solution Provider)   * Web Engineering   From Computer Collegiate   * Certificate in Digital Graphics and Information Technology   From SDC (Skill Development Council)   * D.D.M(Diploma in Digital Media)   From InfoBase(College of Business and IT Solution Provider)   * Certificate in Oracle Developer   From BBSYDP (Teknology Force)  **PROFISSIONAL SKILL:**  **Graphic and Designing**  Photoshop, Illustrator, Freehand Free Hand & Coral Draw  **Media and Animation**  3dmax, Flash MX, Adobe Premier and Adobe after effect  **Web Engineering:**  Web Designing  **Micro Soft Office 2010**  **Reference:** Reference will be furnished when required. | |
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