

TO,
The Respected Recruiting
Officer, &
The Respected Manager HR,

Dear Respected Sir/Madam,

I am writing in response to your vacancy. Given my closely experience and excellent abilities I would appreciate for your consideration of this job. My duties are an ideal match for this position and cover all job requirements. Having overall experience, I have been incessantly associated with Apprentice team member in **Indus Automobile Karachi as well as IT work cum Data entry operator,**

I very much enjoyed working and found the experience both interesting and rewarding. I learned how to operate pneumatic & manual jigs in weldshop and assembly plant. I have the knowledge to perform regular maintenance & Housekeeping and execute proper protocols in the event of an accident or emergency. It makes me confident that I will be suitable for technical team.

Currently, I am looking for a job change for my career enhancement in **your Company**. I am quite confident that my skills and experience would make great contributions to your organization. Therefore, I am applying with hope and confident that I will be selected for your team as my experienced & skills are qualifying the requirement and I will contribute my knowledge, skill for the growth of **your Company**.

My enclosed resume simply gives you contemporary detailed information about my experience, qualifications & achievements. However, the covering letter provides you a glimpse of interpersonal skills. I look forward to meeting with you. I ask that you review this cover letter and resume at your convenience to learn more about my background.

Thanks so much for your time and consideration.

Sincerely,

Abdul Raheem

+92-317-1180036

Please find my detailed resume below:

**House # A/140 Block B Moosa Goth, North
Nazimabad, Karachi, Pakistan.
Cell # +92-317-1180036
Email: ABDULRAHEEMCOOL99@GMAIL.COM**



ABDUL RAHEEM

OBJECTIVE:

Seeking for an opportunity in reputed firm where I can utilize my knowledge, skills, honesty & abilities with competitive environment, true professional to put in the acquired knowledge and gain exposure to up coming technologies while being resourceful innovative and flexible.

ACADEMIC EDUCATION:

- **DAE with Mechanical Technology in 2022.**
Saifee Poly Technical College, Karachi.
- **FSc. with Pre- Engineering in 2020.**
Sirajuddula Govt. College for Man, Karachi.
- **Matriculation with Science in 2017.**
Universal Grammar School Secondary School, Karachi.

WORKING EXPERIENCE:

• Toyota Indus motors (March-2021 to Present)

As Production Operator

JOB DESCRIPTION:

- Working in weld shop & Assembly department.
- Checking equipment and follow protocol on regular Basis
- Working and operate the Pneumatic jig and hoist (Hanger).
- 5S Activities.
- Working in shift duty.
- Participate in Safety training and fundamental skill training.

• BAQAI University Hospital (June-2020 to Feb- 2021)

Working as Doctor Attendant & Data entry Operator.

JOB DESCRIPTION:

- Working as Doctor Attendant & Data entry Operator.
- To maintain the record of patients in well manner.
- Followed the management rules and regulation.
- To maintain the timing of meetings with doctors.
- Participate meeting with pharmaceutical companies related to new drugs.
- Able to assign into another activity.
- To Prepare the Progress Report.
- Good relationship with Client and Patients.

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SKILLS:

- Good communication.
- IT Skill with Basic Excel, Word.
- Working in Challenging Environment.
- Teamwork
- Technical Knowledge related to Mechanical side.

PERSONALDETAILS:

- Father Name: Abdul Samad Jan (Late)
- Place of Birth: Karachi, Pakistan
- Date of Birth: 30thMarch, 2000
- National ID: 42101-5208181-1
- Nationality: Pakistani
- Religion: Islam

REFERENCE:

Upon Request.