



ANEES UR RAHMAN

PERSONAL INFORMATION

Date of Birth: 18-01-2000

Passport #: NS9153941

Location: DIP 2

PROFILE

Hard-working professional with 2.5+ years of experience and a proven knowledge of back-office operations, customer service, and data entry. Aiming to leverage my skills to successfully fill the role at your company.

CONTACT

PHONE:
00971543909176

EMAIL:
aneesurrahman555@gmail.com

HOBBIES

Video games
Football
Travel
Learning about technology

Language

English
Urdu
Pashto
Hindi
Punjabi

EDUCATION

GOVT. DEGREE COLLEGE KOTHA (SWABI)

August 2017
FSC Computer Science

WORK EXPERIENCE

DATA ENTRY CLERK

Cristal Plastic Industrial Ilc, I cad 2, Abu Dhabi/Aug 2018 – Nov 2021

- Performed data entry functions by entering and updating information in contractor management system.
- Developed fault isolation procedures and techniques.
- Kept management informed of any problems viewing scanned charts.
- Modified data periodically as prescribed by customers.
- Dealt with issues in tactful, courteous and professional manner.
- Performed system diagnostics and preventive maintenance.
- Met deadlines, working within tight time constraints.

SALES ASSOCIATE

Beauty sports and fashion pvt., KPK, Pakistan/June 2016 – May 2018

- Worked as a sales associate and cashier.

CAREER OBJECTIVE

Hard-working professional with 2.5+ years of experience and a proven knowledge of back-office operations, customer service, and data entry. Aiming to leverage my skills to successfully fill the Store keeper role at your company.

