

CURRICULUM VITAE

REHMAN

DIP-1 Investment Park DUBAI

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CAREER OBJECTIVE: -

To work in a challenging environment which provides me an opportunity to contribute and grow with the organization. I take pride in my work to the highest professional standard and with strong background in teamwork.

WORK EXPERIENCE: -

- Prominent Printing & Publishing Company.LLC (U.A.E) 
- Al Mansoorha Plastic Packaging Company.LLC (U.A.E) 
- **Professional Experience In Tally Software: -**
 - 1 Year Experience, Open Job Docket
 - Generating Invoices in Tally, Transfer Issued Requisitions
 - Making Sales Report Weekly & Monthly, STOCKS REPORT & Monthly
 - 2 Year Experience New Dhillon Star Carriers Pvt Ltd New DEHLI (INDIA)

RELEVANT SKILLS: -

Electronic Data Processing Knowledge: -

Excellent in Microsoft Office Program: -

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL QUALIFICATION: -

- ❖ High School Passed From Up Board 2014 (INDIA)
- ❖ Intermediate Passed From Up Board 2016 (INDIA)
- ❖ B.A Passed From Chaudhary Charan Singh University (INDIA)

COMPUTER EXPERTISE: -

□ Better Knowledge And Skills In Handling And Operating Computerized Accounting Systems,
Expertise In The Following Key Areas:

- Microsoft Office.
- Tally. ERP 9.
- Outlook Express, Internet Browsing.

PERSONAL DETAILS: -

Name	:	REHMAN
Father's Name	:	JUMSHED
Date of birth	:	16/07/1996
Religion	:	Islam
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Language known	:	Hindi & English

REFERENCES

Will be furnished on Demand.