



Mehboob Ul Rehman

📍 **Home :** Hor Al Anz 38A St Dubai , 00000, Dubai , United Arab Emirates

✉ **Email:** mehboobulrehman75@gmail.com 📞 **Phone:** (+971) 568278898

Gender: Male **Date of birth:** 13/04/1998 **Nationality:** Pakistani

WORK EXPERIENCE

[05/01/2021 – 06/04/2023]

Customer representative

Rehan Akbar

City: Jatoi

Country: Pakistan

- maintenance of computers
- relations with suppliers
- Manage customer queries
- Clerical Tasks
- First point of Contact

[10/10/2023 – Current]

Marketing executive assistant

Daino.Design And Artwork Services EST

City: Dubai

Country: United Arab Emirates

- marketing
- relations with clients and companies
- paid compaigns
- Social Media Handling

[01/04/2021 – 06/06/2023]

Front desk receptionist

RK Electronics

City: Lahore

Country: Pakistan

- maintenance of of office
- relations with clients
- Solving problems
- Answering and calling
- Calling customers

EDUCATION AND TRAINING

[04/03/2014 – 08/06/2016]

GED 12

Asif Saleem Inter College Ali Pur

City: Alipur

Country: Pakistan

[04/01/2023 – 27/07/2023]

Computer Science

Mind Luster MindLuster.com

City: Kolkata

Country: India

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B1 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Digital Marketing | Content Writing | Reception Skills | FRONT OFFICE | Administration of social networks and writing posts | Admin assistant | "SEO"/"SEA"/"SMO" | Content creation (blog posts, social media content, podcasts) and copywriting | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access