



## CONTACT

 +971 50 601 1442

 mujeebrehmanac@gmail.com

 Dubai, UAE

## LANGUAGE

- English
- Urdu
- Hindi
- Pashto

## PERSONAL INFORMATION

- Passport No: HZ9152954
- Passport Exp: 12/06/2027
- Place of Issue: PAKISTAN
- Gender: MALE
- Nationality: PAKISTANI
- Date of Birth: 03/01/1997
- Visa Status: Employment

# MUJEEB REHMAN

## OBJECTIVE

To work in an environment that encourages me to succeed and grow professionally where I can utilize my skills and knowledge in an organization which recognizes the value of hard work and trusts me with responsibility and challenges.

Willing to relocate: Anywhere

## EDUCATION

Master of Commerce in Commerce

University of Peshawar - Peshawar, PK

April 2022

Bachelor of Commerce in Commerce

University of Peshawar - Peshawar, PK

October 2017

Computer Science

Govt. Degree College - Peshawar, PK

April 2015

Iqra Children Academy - Peshawar, PK

March 2013

## WORK EXPERIENCE

Data Entry Operator

Omnix International Dubai-Burjman Business Tower

March 2024 to Present

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Data Entry Clerk

Zomato-Ajman September 2022 to February 2023

- Entering and maintaining data in databases accurately.
- Checking and validating data for accuracy.
- Organizing and maintaining physical and digital files and records.

## Assistant Accountant

Mcolson research laboratory-Peshawar  
May 2019 to March 2021

- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Enter financial transactions into internal databases.
- Issue invoices to customers and external partners, as needed.
- Review and file payroll documents.
- Participate in quarterly and annual audits.

## Sales Executive

Searle pharmaceutical Company-Peshawar  
October 2017 to January 2019

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products.
- Working towards monthly or annual targets

### EDUCATION

### SKILLS

- ☐ Computerized Accounting (Peachtree, Tally Accounting & QuickBooks) from National Vocational & Technical Commission (NAVTTTC) (3 years)
- ☐ June 2021, Peshawar Pakistan
- ☐ Diploma in Information Technology from Professional Institute
- ☐ Oct 2017, Peshawar Pakistan
- ☐ Strong organization skills and the ability to quickly analyze and solve problems.
- ☐ Ability to work as part of a team and take direction accurately.
- ☐ Ability to supervise the work.
- ☐ Ability to establish and maintain effective working relationships with people and general public
- ☐ Ability to work independently as well as within a team.
- ☐ Competent IT skills, particularly proficiency with spreadsheet software.
- ☐ Advanced level of attention to detail.
- ☐ Excellent communication and interpersonal skills.
- ☐ Intermediate level using MS office suite
- ☐ Record keeping and reporting practices.