



MADI UR REHMAN
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Career Objectives

To work in a challenging and competitive environment using my skills and capabilities and achieve strategic level position together with adding value to the organization. I have ability to achieve assigned goals and work under pressure. I have an aptitude of working in computerized environment and continuous learning.

Work Experience:

Namal Enterprises (September 2021 - November 2024) – Admin

Managing the bank responsibilities (**cheque deposit, online transfer, bank draft, RTGS**)
Attending the phone calls and correspondence with clients (**e-mails, letters, packages etc**)
Manage for all operational and maintenance work
Maintain monthly petty cash vouchers
Filed documents in accordance with company retention policies
Maintained records of staff attendance, leaves, and absences
Scheduled and coordinated meetings, appointments, and travel arrangements
Maintained organized filing systems, both electronic and physical
Maintain database and updating information accurately
Ensured compliance with office procedures and safety policies
Managing all other duties which assigned by the management
Monthly visits to the storage to check the overall condition of the facility
Coordinated logistics for company events and staff functions

Nazir Sons Textile (PVT) Ltd (March 2019 to August 2021) – Admin

Maintaining and updating filing systems (physical & digital)
Managing office supplies inventory and placing orders when necessary
Assisting in budget preparation and expense tracking
Handling inquiries and redirecting them to the appropriate department
Managing databases and updating records accurately
Processing invoices, expense reports, and reimbursements
Maintaining employee records and leave tracking
Preparing and editing reports, presentations, and spreadsheets

Academic Qualifications:

- Bachelor of Computer Science Bahauddin Zakariya University Multan- 2018
- Intermediate of Computer Science Multan Board- 2015
- HAFIZ-E-QURAN-2007

Computer Skill:

- ❖ MS Office (Word, Excel, Power point)
- ❖ Outlook

Languages:

English, Urdu

Personal Detail:

Father Name : Anees Ur Rehman
Date of Birth : 27.09.1993
Material Status : Single
Religious : Muslim

