



ADIL REHMAN

Bachelor of Business administration

EDUCATION

- **Matric**
- (2016)
- **College**
- (2016 - 2018)
- **BBA Hons 4th Year**
- (2018-2022)

WORK EXPERIENCE

Assistant Merchant

- Provided excellent customer service to drive sales and build customer loyalty.
- Maintained a clean and organized store environment.
- Assisted with inventory management and restocking shelves.
- Processed transactions accurately and efficiently.

Customer Service

- Handled incoming calls, emails, and in-person inquiries with professionalism and patience.
- Resolved customer issues promptly and effectively to ensure satisfaction and retention.
- Maintained a positive attitude and provided personalized assistance to enhance the customer experience.
- Collaborated with team members to streamline processes and improve overall service delivery.

CONTACT



7171 9325



adilrehmanb947@gmail.com



Qatar

SKILLS

- Team Work
- Time Management
- MS Word
- MS Excel
- Communication

LANGUAGE

- English
- Urdu
- Hindi
- Pashto

PERSONAL PROFILE

Name: Adil Rehman

Religion: Islam

Nationality: Pakistan

ID NO : 29858610719

ID EXP : 10-11-2024

HOBBIES

- Cricket
- Gaming
- Boxing
- travel

Desk Manager

June 2021 - July 2023

- Greeting and welcoming visitors, clients, or customers.
- Answering phone calls, emails, and addressing inquiries or forwarding them to the appropriate contact.
- Handling incoming and outgoing mail, packages, or deliveries.
- Maintaining accurate records and databases for visitors, clients, or customers.
- collaborating with other departments or team members to ensure smooth operations.

CERTIFICATE

- English
- Wushu blue belt