

# Rauf khan

## Office Administration/Clerk

Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills.



### Contact

#### Address

Doha, Old Al ghanim

#### Phone

77580689

#### E-mail

Rauf.khan381@hotmail.com



### Skills

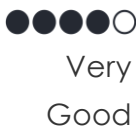
Comprehensive problem solving abilities.



Good Command on Microsoft Office



Knowledge of Stores, Warehouse, Materials & Assets Inventory Management.



Computer hardware /software installations, rebuild system and repairs.



Troubleshooting proficiency



Proficient in Networking, Printer, PC Security systems



### Work History

#### 2022-01 - 2024-04 Office Administration

##### *Khuzama Najd Trading & Contracting , Doha*

- Created, prepared and delivered reports to various departments.
- Identified hardware and software solutions.
- Installation of hardware and software.
- Replaced or repaired necessary hardware parts.
- Maintained computer network of organization.
- Configured hardware and granted system permissions to new employees.

#### 2021-01 - 2021-10 Administrative Clerk/Payroll Accountant

##### *Ideal International trading doha Qatar*

- Delivered human resources financial support by
- certifying and processing payroll, completing
- deposits, performing pay adjustments and promptly
- distributing checks.
- Conducted technical and analytical reviews of tax
- returns to check for accuracy and qualified deductions.

#### 2020-01 - 2020-12 Restaurant Manager

##### *Qaleat Barzan Kitchen*

- Carefully interviewed, selected, trained, and supervised staff.
- Promoted positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Reconciled cash and credit card transactions to maintain accurate records.
- Conducted health, safety, and sanitation process

Willingness to learn ●●●●● Oct-2022 Ticketing Operator(cashier),customer Service Representative  
Excellent Mar-2023 Lusail Winter Wonderland Season 1 & Season 2  
&  
Oct-2023  
Mar-2024

## Languages

English ●●●●●  
Excellent

Urdu ●●●●●  
Excellent

Arabic ●●●○○  
Good

Coordinated event FOH ticketing offices and successfully promoted various packages to guests.  
Operated POS and RFID technology to efficiently process customer transactions.  
Responded to guest inquiries and effectively resolved issues, resulting in a 95% customer satisfaction rate.  
Helped with queue management during peak times.

**Present Customer Service Representative, Ride Operator  
Snow dunes Theme Park**

## Education

**2011-10 - 2015-07 Bachelor of Science: Computer Engineering**

University of Engineering And Technology - Taxila,  
Pakistan

## PERSONAL BIO-DATA

Father's Name : Ghazi Khan

Date of Birth : 23/03/1992

Nationality : Pakistani

QID : 29258609327

Driving License : Valid Qatar Driving License (LTV)

## DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

## REFERENCES

Reference will be furnished on demand.