

# Muhammad Haroon Ur Rashid



✉ haroon2568@gmail.com    📞 +97433009215  
🏠 Unit No. 104, Building No. 9.2, Sidra Village Doha    📅 October 26, 1987    🧑 Male

Highly motivated driver, with valid QID and Qatari Driving License, seeking a position to utilize strong navigation and customer service skills.

## Education

- **LLM**  
**UK**
- **LL.B**  
**Pakistan**

## Employment

May 2025 - Present

- **Administrative Assistant (Remote)**  
**Coopable, Scottsdale, Arizona**
  - Provides administrative support to ensure efficient operation of the company.
  - Ensures the effective management of the company's expenses.
  - Completes operational requirements by scheduling administrative projects and expediting work results.
  - Makes travel arrangements for senior staff such as booking flights, cars and hotel or restaurant reservations.
  - Exhibits polite and professional communication via phone, e-mail.
  - Provides information by answering questions and requests.
  - Contributes to team effort by accomplishing related results as needed.
  - Ability to handle clerical tasks.

Apr 2015 - Jul 2024

- **Lawyer**  
**Pakistan**

## Skills

- |  |                        |
|--|------------------------|
| <b>Safe Driving Practices</b>                    | <b>Navigation</b>      |
| <b>Customer Service</b>                          | <b>Time Management</b> |
| <b>Strong Written &amp; Verbal Communication</b> | <b>Adaptability</b>    |

## Languages

- |                |                |
|----------------|----------------|
| <b>English</b> | <b>Urdu</b>    |
| <b>Arabic</b>  | <b>Punjabi</b> |

## Courses

- **Arabic Language Course**