

# MUHAMMAD AQIB RASHEED



## Skills

- Employee Relations
- Talent Management
- Employee Engagement
- Motivation
- Problem solving
- Time management
- Excellent interpersonal & communication skills.

## Summary

Seeking employment in an organization that can be utilizing environment to work in a competitive environment and be able to express and explore my inner capabilities which provide you corporate benefit.

## Experience

**SALES MANAGER (RANA QAISER CO.LLC)**  
**(Muscat Sultanate Of OMAN)**  
September 2017 – Desember 2018

- Manage all record of bank statements and others files.
- Responsible for operational support functions.
- Leading Our Teams And Making Monthly Reports And Yearly Tax Submission.
- Check out for the environment management & damaging control.

**CSR OFFICER**  
**UFONE FRANCHISE LAHORE, Punjab (Pakistan)**  
JANUARY 2014 – JULY 2016

- Responsible for all recruitment and employee relations.
- Greeting to the visitors and satisfaction of new coming customers.
- Administrative Duties and guidance of customer.
- Maintaining accurate records on these transactions and reconciling.
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**SALES MANAGER**  
**UFONE FRANCHISE LAHORE, Punjab (Pakistan)**  
January 2012 – DECEMBER 2013

- Allocating tasks to staff
- Ensuring the performance of the staff is of a high standard.
- Directly Reporting to company management in case of any convenience.
- Providing and mailing yearly updates to Company management.
- Giving the best conversation to satisfy the customer.

## Academic Details

- **B.A (Economics) 2013-2015** [Bahauddin Zakariya University, Multan, \(Pakistan\)](#)
- **F.Sc (Pre-Medical) 2011-2013** [Board of Intermediate & Secondary Education D.G KHAN](#)
- **Matric (Science) 2009-2011** [Board of Intermediate & Secondary Education D.G KHAN](#)



## *Certification*

- **06 Months Diploma of Safty Inspector from Mansol Technical Training Institute Lahore.**
- **06 Months Internship of Hotel Management (OPERATION MANAGER) From Avari Hotal Lahore.**

## *COMPUTER SKILLS*

- Having typing speed 30 to 40 WPM English & Urdu.
- Having good Command on MS Office ( Word, Excel, Power Point, Outlook)
- Having good command of Web Browsing and Software Installation.

## *Languages*

English  
Urdu  
Arabic  
Punjabi

## *Personal Details*

### *Personal Record:*



**Father Name** : RASHEED AHMAD  
**Date of Birth** : 09-10-1996  
**CNIC#** : 32403-7442650-9  
**Nationality** : Pakistani  
**Religion** : Islam  
**Marital Status** : Married  
**Domical** : Rajanpur (Punjab)  
**Height** : 5' 3"  
**Passport#** : EL9846501/ Exp.24-May-2020

### *Contact Details:*



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Reference will be provided on Demand.