



ABDUL REHMAN WARIS

C-LEVEL EXECUTIVE ASSISTANCE

CONTACT

+966 54 702 2439

abdulrehmanwaris96@gmail.com

Riyadh, Saudi Arabia

Valid Driving Licence

EDUCATION

2013-2015

PUNJAB UNIVERSITY LAHORE
PAKISTAN

• Bachelor of Commerce

2008-2010

PUNJAB COLLEGE OF COMMERCE
LAHORE PAKISTAN

• Intermediate of Commerce

2006-2008

• MATRIC IN SCIENCE
GOVT CENTRAL MODEL
SCHOOL

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Arabic (Intermediate)

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

Scientific System Construction Company

Riyadh Saudi Arabia.

APRIL 2024 - PRESENT

C-Level Executive Assistance

- Maintained Files & Filing Keeping Sensitive information confidential.
- Maintained office inventory by assisting with supply order.
- Assisted in the preparation of presentation for client or investors..
- Provided administrative support for executive staff members & other department as needed.
- Organized meeting, conferences, travel arraignments & events

DGTERA Solutions Riyadh Saudi Arabia.

SEP 2023 - APRIL 2024

Technical Support

- Installs, modifies, and makes minor repairs to DGTERA POS and Integrated software systems.
- Identifying customer issues and diagnosing the root of the problem.
- Providing basic troubleshooting and guidance to customers in resolving their issues.
- Answering FAQs related to products or services, features, account setup, billing inquiries, or general usage questions

Elite Hospital L.L.C, Sohar, Sultanate Oman. JULY 2022 - DEC 2022

Accountant

- Processing of Bills of vendors through SAP & Central Bill Management system. Maintaining and updating Hard copies of all crucial documents in respective file within the office.
- Managing hardware deliveries and invoicing through SAP software.
- Manage all accounting transactions, Handled monthly, quarterly and annual closings.
- Manage balance sheets and profit/loss statements, Reconcile accounts payable and Receivable.
- Ensure timely bank payments, Compute taxes and prepare tax return.

Emporium Mall, by Nishat Hotels and Properties LTD, Lahore, Pakistan.

2019 - 2022

Accountant

- Manage all accounting transactions, Handled monthly, quarterly and annual closings.
- Ensure timely bank payments, Compute taxes and prepare tax return.
- Manage balance sheets and profit/loss statements, Reconcile accounts payable and receivable.



ABDUL REHMAN WARIS

OFFICE EXECUTIVE SECRETARY

WORK EXPERIENCE

Emporium Mall, by Nishat Hotels and Properties LTD, Lahore, Pakistan. 2017 -2019

Cashier

- Handle cash, credit & check transactions with customers.
- Prepare and file all documents and relevant email correspondences in line with set standards.
- Prepare and submit daily Cash reports to the Accounts Manager.
- Keep the checkout area clean and orderly.

IBEX Global TRG Company Lahore, Pakistan. 2016- 2017

Customer Support Executive

- Manage large amounts of incoming calls.
- Identify and assess customers' needs to achieve satisfaction.
- Provide accurate, valid and complete information by using the right method/tools.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits follow up to ensure resolution.

Marvell Hotel, DHA Lahore, Pakistan.

Store In-charge 2014 - 2015

- Maintain receipts, records and withdrawals of the stockroom.
- Receive, unload and shelve supplies.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.

Metro Cash & Carry, Lahore, Pakistan.

Store Associate 2010 - 2011

- Greet and assist customers in locating products and provide detailed information on features and benefits
- Assist customers by responding to their inquiries and providing in-depth product knowledge.
- Inform customers about current product or service promotions.

REFERENCES:

References available upon request.

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OTHERS KEY CERTIFICATIONS:

- Certified SAP, Business one Professional and Functional User 9.0.
- Expert user of all operating software of Microsoft.
- Expert user of MS Office (Word, PPT, Excel, Outlook).
- 1 year diploma in Computer Applications.
- Best understanding of virtual accounting software.

INTEREST

- Learning Languages
- Photography
- Travel
- Sports
- Reading
- Exploring other cultures

SOCIAL MEDIA

Handles all social media accounts

