



FARHAT ABBAS

Management

Results-driven management professional with strong leadership and organizational skills. Experienced in supervising teams, improving operations, and ensuring high customer satisfaction. Focused on efficiency, problem-solving, and achieving business goals.

About Me

Dedicated and hardworking professional with strong work ethics and a positive attitude. Skilled in handling responsibilities efficiently and committed to delivering quality results. Quick learner, team player, and always focused on growth and performance.



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Ar Rehab Buraydh Qassim

LANGUAGE

- Hindi Urdu
- English
- Arabic (Basic)

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Team Work
- All Deals
- Customer Care

EXPERIENCE

- **Hotel Receptionist** 2018 - 2020

Managed front desk operations and handled guest check-in/check-out.

Provided excellent customer service and resolved guest inquiries professionally.

Maintained booking records and handled phone/email communications.

- **Advertisement Company Staff** 2020 - 2022

Assisted in marketing and promotional campaigns.

Coordinated with clients and managed advertising materials. Supported project execution and ensured timely delivery.

- **School Management** 2023 - 2024

Supervised daily school operations and administrative tasks. Coordinated staff and maintained discipline and workflow. Managed records, scheduling, and communication.

- **Electrical Store Management** 2024 - 2025

Managed store operations, inventory, and sales.

Handled customer service and supplier coordination. Monitored stock levels and ensured smooth business operations.

- **Building Construction Management** 2025 - Present

Supervised construction site activities and workforce.

Managed materials, timelines, and project progress.

Ensured quality control and safety compliance.

EDUCATION

- **Matriculation (10th Grade) - 2014**

Completed foundational education with strong academic basics.

- **Intermediate (12th Grade) - 2018**

Developed critical thinking and analytical skills.

- **Advertisement Diploma - 2020**

Gained practical knowledge in marketing and promotional strategies.

- **Social Media & Digital Marketing Diploma - 2022**

Learned social media management, digital campaigns, and online branding.

- **Professional Management Diploma - 2024**

Acquired leadership, organizational, and operational management skills.

- **Graduation - 2026 - Present**

Currently pursuing degree to enhance professional knowledge and career growth.