

Resume



Abdul Rehman

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15-04-1981
 Pakistan
 married
 pakistan

OBJECTIVE

To Share And Enhance My Knowledge And Work Up To My Potential, For Generating Interest Amongst The Team Members For Fulfilling The Objectives Of The Organization.

EXPERIENCE

Accountant and Social media advertiser , ANNUAL	2019-present
MAINTENANCE CONTRACTING CO WLL	East Riffa kingdom of Bahrain
Still Working as an Office Accountant and social media advertiser .	
Office assistant , Naveed Contracting(Hamad Town)	2017-2018
Working as an Office assistant at Naveed Contracting Hamad Town	Hamad Town kingdom of Bahrain
Admin Assistant , 2010 Electrical Works	2016-2017
Worked as a Admin Assistant and All IT Related and Office work	East Riffa kingdom of Bahrain
Graphics designer , United Media Advertising Co.WLL	2015-2016
Worked as a junior graphics designer and web page designer	gudaybiya Manama kingdom of Bahrain

EDUCATION

Bachelor Of Accounting , Shan private College Multan (Pakistan)	2013-2014
I am done my bachelor's program in accounting in a private college (pakistan)	
Art and multimedia , Premier Graphics (LHR) Pakistan	2005-2006
Complete Diploma in Art and multimedia as a private at premier graphics studio and Training center	
Information Technology , B.Z.U Multan (Pakistan)	2002-2003
Diploma In IT (Hard Ware And Soft Ware, Networking)	
F.A , B.I.S.E. D.G. KHAN (Pakistan)	2000-2002
Complete with B grade	

PROFESSIONAL SKILLS

- Multi Skilled Works , I Am All Rounder on these Field
Adobe Premier, Adobe Premier Pro, Adobe Premier Cs, Adobe After Effect, Grass Valley Edius Pro, Ulead Video and Media Studio, Swish Max, Adobe Flash, Logo Design,Adobe Illustrator Cs, Adobe Photoshop ,Adobe Photo Shop Cs, Corel Draw,Microsoft Office (Word, Excel, Power Point, Accounting software, inventory controller), Internet Wireless Sharing, Computer Soft Ware And Hard Ware Installation, Networking, LAN, WAN, Router Configuration and Configuring New Hardware, Installing and Updating Software

Packages, and Creating And Maintaining Computer Networks Of Customers,Data Backup,Data Recovering, And Soft Ware Cracking.



ADDITIONAL PERSONAL SKILLS

- Multi skilled IT Related works , Very good
Good interpersonal and communication skills,Full-time accounting, Video Editor and Videographer, doing mostly wedding highlights and full edited videos, lay-outing designs, taking passport/visa pictures, coordinating with the customer thru their needs and to fulfilled they want on the project.
Able to work well with in a team environment with the ability to work using my own initiative.
Well organized.
- Social media Advertising , Excellent
I know graphics design with Graphics design software and Video Editing at Adobe Premiere pro and Edius pro Wedding Songs creations,video Add for advertising



IMPORTANT NOTE

- I Am Looking a Job Any Type I Am All Rounder, I Know GraphicDesigning, Photo and Video Editing, Computer Hardware, Window, Any TypeSoft Ware Installation, Networking, Data Backup, Data Recover, Net Browsing and Mailing,Microsoft Office Work account handle inventory, Data Entry Etc,I Have Best Experience In This Fields.



LANGUAGES

- Hindi , Very good
- Urdu , Very good
- Arabic , Good
- English , Good



DECLARATION

I here by declare that all of the details furnished above are true to the best of my knowledge and belief.