

HABIB UR REHMAN

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Nationality: Pakistan
Living: Sitra Bahrain
Gender: Male



"I want to join an institution where I can enhance my knowledge and skills to meet new challenges and give my best to prove my abilities and achieve the goals of the institution efficiently and effectively."

EXPERIENCE

- **Branch Manager (Retail Department) Boss Plastic Furniture Pakistan, April 2022- July 2025**
 - **Branch Manager** with a proven track record in retail management. Expertise in driving sales growth, leading teams, and optimizing branch operations to enhance profitability and customer loyalty. Skilled in inventory control, staff development, and financial management.
- **Admin HR Assistance at Islamic post graduate collage Kohat Pakistan Sep 2020-Dec 2021**
 - Administrative officer with 1.5 years of experience managing comprehensive office operations and key HR functions, including recruitment coordination, payroll support, and confidential records management within a fast-paced academic environment.
- **Administrative Officer at The Knowledge Academy School & College System District Orakzai, Pakistan Sept 2017 – Aug 2019**
 - Dedicated Administrative Officer with two years of experience managing comprehensive administration operations and maintaining vital records.
 - "During my tenure as Administrative Officer at The Knowledge Academy, I ensured the smooth functioning of the administration department by expertly managing records, coordinating key academic logistics, and serving as the central liaison for the school community."
- **Customers Services Executive at Ibex (Jazz Mobilink) Pak 2012- 2013**
 - Experienced Customer Service Representative with a proven track record at Jazz, skilled in resolving complex customer inquiries, driving sales of telecom products, and ensuring the highest levels of customer satisfaction."

CERTIFICATION

- 3 Months internship certificate from **Nawa-i-Waqt Newspaper**.
- 3 Months' certificate of Office Automation from **Future Vision Organization**.

HIGHLIGHTS

- ❖ Results-oriented
- ❖ Cash Handling
- ❖ Proficient in MS Office
- ❖ Organizational capacity
- ❖ Operability and commitment
- ❖ Ability to motivate staff and maintain good relations
- ❖ Resistance to stress
- ❖ Good manners
- ❖ Soft Communication
- ❖ Web Browsing

EDUCATION

- **BS(Honors) Journalism and Mass Communication**, Kohat University of Science & Tech) Pak **2013-17**
- **Pre-Medical(FSC) Gov Degree College No 2 KDA Kohat Pak. 2010-2013**
- **(Matriculation) Tarbiyyat Foundation Academy KDA Kohat, Pak, 2008-2010.**

HOBBIES

: Playing Cricket :Cooking: Reading

LANGUAGE

: ENGLISH :URDU/HINDI :PASHTO