

CURRICULUM VITAE

CV Objective:

To secure a challenging role in a reputable organisation to expand my leanings, knowledge and skills.

CONTACT INFORMATION

Name : SAIFULLAH REHMAN ULLAH
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PERSONAL INFORMATIONS

Date of Birth : 16 June 1992
Place of Birth : Ras Al Khaimah, UAE
Residency : Ras Al Khaimah, UAE
Nationality : Pakistan
Visa Status : Employed
Gender : Male
Marital Status : Married
Language Known : English, Arabic, Urdu & Pashto

EDUCATION

- Ideal English School, RAK
10th (SECONDARY SCHOOL EXAMINATION, 2012)
- Indian Public High School, RAK
12th (ALL INDIA SENIOR SECONDARY SCHOOL EXAMINATION, 2014)
- ACCA (Partial Qualified – Waiting for the result of last paper)

Certificates and Diplomas

- Advanced Diploma in Accounting and Business (ACCA)
- Microsoft Office

SKILLS

- Business acumen
- Management skills
- MS Word
- Powerpoint
- MS Excel
- Team Collaboration
- Customer Service
- IFRSs & ISAs
- Driving (UAE licence holder)
- TrakCare

WORK EXPERIENCES

- UAE Red Crescent

Job term : **3 years** (July 2017 to June 2020).

Title : **Assisstant Coordinator**

Work performed : Supervising team and working alongside colleagues for collecting donations and distributing among deserving people. Our donations included furniture, food, clothes and other utilities items.

- Pure Health (Hired by Innovations Group, Assigned to Pure Health)

Job Term : **2 years** (September 2020 to June 2022)

Title: **Customer Service Associate**

Job Description:

Worked as

Data Entry Operator : **1 Year**

Backup Supervisor : **8 Months**

Supervisor : **2 Months**

Work Performed : While Working as a data entry operator, I was responsible to register patients for PCR tests in TrakCare System. While working as a supervisor I was responsible to manage team for data entry operators, manage stock for testing inventory and IT equipments, collecting samples and transferring samples to lab.

Hobbies

- Biking
- Hiking
- Football
- Business News
- Documentaries
- Movies
- Book Reading
- Sports