

WALEED REHMAN

About Me

I am seeking to develop a successful career in a respected organisation in Qatar, where I can apply my dedication, honesty, and strong work ethic. I am a disciplined and dependable professional, ready to take on responsibilities and committed to personal growth while contributing to the success of my employer.

Work Experience

Order Booker

Kausar Cooking Oil – Peshawar, Pakistan

Duration: 2022 – 2024 (2 Years Experience)

Responsibilities:

- Visited retail shops and markets to book daily orders.
- Promoted company products and achieved monthly sales targets.
- Maintained strong relationships with shopkeepers and wholesalers.
- Recorded orders accurately and coordinated with the sales and delivery teams.
- Ensured proper product display and checked stock levels at client shops.
- Collected feedback from the market and reported to the supervisor.

Internship – NBP (National Bank of Pakistan)

NBP Doaba Branch – KPK, Pakistan

Duration: (6 Months)

Responsibilities:

- Assisted staff with daily banking operations and customer service.
- Helped in account opening procedures and form completion.
- Managed document filing, photocopying, and data entry tasks.
- Supported cash counter staff during busy hours.
- Guided customers regarding basic banking queries.

SKILLS

- Strong communication skills
- Customer service & client dealing
- Market visit and order booking
- Sales promotion and target achievement
- Relationship building with retailers
- Record keeping & documentation
- Basic banking knowledge
- Data entry (accurate & fast)
- Filing and office documentation
- Handling customer queries
- Team coordination
- Time management
- Problem-solving ability
- Basic computer skills (MS Word, Excel)
- Professional behavior & punctuality

Declaration:

- I solemnly declare that all the information provided in this CV is true, complete, and accurate to the best of my knowledge and belief.



Contact

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Personal Details

Nationality : Pakistani

Date of birth : 12/06/1998

Gender : Male

Marital status : Married

QID num : 29858614499

Education

MASTER OF COMMERCE APRIL 2022
University of Peshawar

BACHELOR OF COMMERCE OCTOBER 2018
University of Peshawar

DIPLOMA OF COMMERCE MARCH 2016
Government College of Commerce Peshawar

DIPLOMA IN INFORMATION TECHNOLOGY FEBRUARY 2018
Peshawar Collage of Computer Science Peshwar

Language

- Urdu : Native
- Hindi : Advance
- English : Medium