



UBAID UR REHMAN

Nationality Pakistani
Phone +97439941104
Email ubaidurrehman1250@gmail.com
Address Doha - Qatar
D.O.B. 20/Sep/2004

OBJECTIVE

I am a hardworking and enthusiastic individual looking to start my career in a professional and supportive environment. I am eager to learn new skills, take on responsibilities, and grow both personally and professionally. My goal is to become a valuable team member by contributing with dedication, discipline, and a willingness to improve.

WORK EXPERIENCE

Salse Admin, Al Tamimi Tools & Safety Equipment, Qatar

Aug 2024 - Present

- Customer Communication
- Order Processing
- Sourcing Materials

SALES PROMOTION OFFICER, Bio Life, Pakistan

Jun 2022 - Jul 2023

- Promoted products to target audiences, assisted in boosting company sales.

EDUCATION

Bachelor of Business Administration (BBA) – In Progress

Virtual University of Pakistan – Currently enrolled in 1st Semester (2025)

MS Office – PIST College (2023)

Inter (FSc - Pre-Medical) – Punjab College (2022)

Matric (SSC - Science Group) – Growing Years High School (2020)

Memorized Holy Quran – Nakhsbandia Mosque (2017)

COMPUTER SKILLS

- Microsoft Office (Word, Excel and Outlook)
- Email communication
- Social Media

STRENGTH

Can work independently or in a team

Willing to learn and improve

Good communication and basic public relation skills

LANGUAGE

URDU

ENGLISH