

Tanzeel Ur Rehman

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COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

OBJECTIVE

"Seeking a Challenging opportunity In a dynamic environment to demonstrate my skills and abilities and attain experience and knowledge in an organization where I can achieve professional development through organizational growth."

EDUCATION

ACCA - UK

CAMS-College of Accounting Management Science.

Bachelors in Commerce (BCOM)

Karachi University.

Intermediate In Commerce

Govt. Commerce College.

CAT (Certified Accounting Technician)

CAMS-College of Accounting Management Science.

Matriculation

Gulistan Shah Abdul Latif Boys Secondary School.

WORK EXPERIENCE

Ibex Global

Accounts Payable Assistant

Mar 2017 — Present

- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.
- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 1k employees.
- Monitored and recorded company expenses.
- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand cheques.
- Created budget and forecasts for the management group.

Pizza Hut
Shift Manager

Oct 2014 — Nov 2016

- Stock taking on every weekly basis.
- Maintained ledger (Sales Day Book) on daily basis.
- Commitment to exceptional client service.
- Ability in rush hours.
- Good personal communicational skills with customers.
- Planning and organizing shifts.

Global. Solutions
CS Agent

Feb 2010 — Jul 2014

- Answer incoming calls and respond to customer's emails.
- Management and resolve customer complaints.
- Sell products and place customer orders in the computer system
- Identify and escalate issues to supervisors.
- Provide product and service information to customers.
- Research required information using available resources.
- Research, identify, and resolve customer complaints using applicable software.
- Process orders, forms, and application.
- Route calls to appropriate resources.

PERSONAL INFORMATION

- Marital Status: Married.
- Date of Birth: Oct 15, 1992.
- Availability: Immediately.
- Nationality: Pakistani.

GEOGRAPHICAL WORK PREFERENCES

- Can travel abroad for official assignments.

LANGUAGES PROFICIENCY

- Proficient in verbal and written English and Urdu.

REFERENCES

Will be furnished upon request