Ateeq-ur-Rehman

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Mobile No: 92 313 0000000

Telephone Number: 92 51 000000

**Career Objective:** I want to apply to a company which can give me challenging work and will get opportunity to show my skills and expertise.

**Professional Experience:**

**2009 – 2010: Star Marketing, Karachi**

I was associated with Star Marketing as Assistant manager. Due to my expertise in computers and software I was responsible for all Computer and Electronic equipments.

**2007 – 2008: Flexi Services, Rawalpindi**

I have worked as an Assistant Manager in the firm and my role was to look after Customer Care. It included keeping records of Customer complaints and see to it that they are solved by appropriate departments.

**Qualifications:**

2002 – 2004: B.A. in Office Administration, Air University, Islamabad

2004 – 2006: M. A In Office Administration, AIR University, Islamabad

**Achievement:**

I got employee of the year award at Flexi Services.

**Hobbies:**

* Reading Books
* Chess

**Reference:**

I will provide references on request.