

Curriculum Vitae

ABDUL REHMAN

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Dubai, U.A.E



POST APPLIED FOR CONCIERGE

PROFILE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

SKILLS:-

- ✓ Very Energetic result oriented and organized
- ✓ Efficient and well behaved person
- ✓ Extremely hardworking self-motivated

EDUCATIONAL QUALIFICATION

- ✓ **MATRIC - GOVERNMENT HIGH SCHOOL DHAUNKAL (2019)**
- ✓ **INTERMEDIATE (FA) (2021)**

WORK EXPERIENCE

- ▶ Presently working as a **GENERAL LABOURER** with **DULSCO RECRUITMENT SERVICES LLC UAE**,for the period of **08 month to till date.**
- ▶ Worked as **CONTRACTOR LOBOUR** with **EGA UAE** for the period of **08 month**
- ▶ Worked as a **CALL CENTER** with **SAVIOUR ENERGY SOLUTION** with for the perod of **01 year (02 year in excel) in same company**
- ▶ Worked as a **Driver** with **Best way in Pakistan** for the perod of **01 year & 05months**

PERSONAL INFORMATION

Date of Birth	:	09/09/2001
Marital Status	:	Single
Gender	:	Male
Nationality	:	Paikistan
Languages Known	:	English,Urdu,Panjabi,hindi
Passport No	:	RW9150571
Issue Date	:	17-01-2026
Expire Date	:	20-06-2023
Visa Status	:	Employment Visa

license details

License No : **4912313**
Issue Date : 04-04-2025
Expiry Date : 04-04-2027
License Source: **Light Vehicle**

CORE QUALIFICATIONS

- Answer phone an email inquiries from potential guests in a timely and respectful manner
- Greet guests and visitors warmly and make them feel welcome and attended
- Offer restaurant and activity recommendations and assist guests in arranging transportation and excursions
- Receive and redirect mail, phone calls, packages, etc
- Ensure that guest spaces and lobby are clean and tidy at all times
- Anticipate guests needs in order to accommodate them and provide an exceptional guest experience
- Maintain inventory of supplies and order new stock as needed

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.