



ABDUL RAFAY

About Me

I am known for my strong analytical and problem-solving abilities, as well as my excellent communication and teamwork skills. I have a proven track record of successfully delivering high-quality results.



+923153874252
(021)34191080



abdul.rafay940@yahoo.com



Plot-358,P.IB Colony ,Karachi

LANGUAGE

- English
- URDU

EXPERTISE

- Management Skills
- Creativity
- Critical Thinking
- MS-Word
- Power-Point
- Excel
- Urdu tying

EXPERIENCE

NATIONAL COACHING CENTRE KARACHI, PAKISTAN 2018 - 2020

Managed schedules, coordinated events, and maintained records. Liaised with staff and external stakeholders, handled budget planning, procurement, and resource allocation. Ensured smooth daily operations and efficient administrative management.

K-electric Karachi , Pakistan 2021 - Present

Overseeing data management, processing customer requests, and ensuring accurate record-keeping. Streamlining workflows to enhance operational efficiency and providing support to frontline teams. Assisting in financial transactions and report generation to facilitate smooth business operations.
Feel free to adjust the details to better reflect your specific responsibilities and achievements.

QUALIFICATION

B-Com

Govt Degree Science Collage

HSC-Pre-Engineering

Govt Degree Science Collage, Liaquatabad

SSC - Science

New Montina Secondary School

BBA

Last Semester (IN PROCESS)

ACHIEVEMENT

2nd Division in B.Com

B+ Grade in Pre-Engineering ,Karachi Board

B+ Grade in SSC