



# 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.



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## LANGUAGE

- English
- URDU

## EXPERTISE

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

## EXPERIENCE

### NATIONAL COACHING CENTRE KARACHI, PAKISTAN 2018 - 2021

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

### BBA

Last Semester ( IN PROCESS )

### B-Com

Govt Degree Science Collage

### HSC-Pre-Engineering

Govt Degree Science Collage, Liaquatabad

### SSC - Science

New Montina Secondary School

## ACHIEVEMENT

2nd Division in B.Com

B+ Grade in Pre-Engineering ,Karachi Board

B+ Grade in SSC