

Muhammad Atta Ur Rehman

Dynamic Professional in Economics

CONTACT

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OBJECTIVE

As a dynamic individual with the ability to adapt and grow according to field demands, I seek a challenging career that utilizes my technical and managerial skills. I aim to grow professionally while contributing to the organization's goals through effective problem-solving and strong interpersonal communication.

EXPERIENCE

Branch Services Officer

Bank of Khyber

Oct-2020 - Jan-2024 | | Islamabad

Efficiently managed branch operations, customer service, and financial transactions. Provided exemplary service to customers and supported banking personnel to enhance productivity.

Office Assistant

NETCO PVT LTD

Aug-2018 - Aug-2020 | | DHA Islamabad

An Office Assistant provides administrative support, managing tasks like answering phones, scheduling appointments, filing documents, and maintaining office supplies. They assist with data entry, respond to emails, and help with daily operations to ensure the office runs smoothly.

CERTIFICATION

Computer Course

Jun-2018 - Dec-2018 | | Persona Institute of Shakardara

06 Months Computer Course

E-Commerce Course

Nov-2019 - Nov-2019 | | Pakistan post

01 Month E-Commerce Course

INTERESTS

Economics,

EDUCATION

International Islamic University Islamabad

M. Sc (Economics) 1725/2400
Aug-2016 - Jun-2018

Allama Iqbal Open University Islamabad

B.ED 1138/1800
Aug-2021 - Jun-2024

University of the Punjab

BA (Economic) 422/800
Aug-2014 - Jun-2016

Federal Board Islamabad

Intermediate 695/1100
Aug-2012 - Jun-2014

Kohat Board

Metric 635/1050
Aug-2011 - Jun-2013

SKILLS

Analytical Skills,

Report Writing Skills,

Presentational Skills,

Strong Interpersonal and
Communication Skills,

Microsoft Office,

LANGUAGES

English	Fluent
Urdu	Fluent
Pashto	Fluent