

Atiq ur Rehman

Islamabad, Pakistan

Mobile: 0302-4168150 E-mail: atiqurrehman2119@gmail.com

Personal profile / Career Objective

Motivated and adaptable professional with a Master's degree in Commerce and experience in administration, customer service, and facility management. Skilled in communication, computer operations, and teamwork. Seeking opportunities to contribute effectively in administrative, managerial, or business roles.

Employment

Nov 2022 – Present **Caretaker** **Punjab House, Islamabad**

Main duties performed:

- Overseeing operations and managing administrative responsibilities.
- Coordinating with staff and handling facility-related matters.

Jun 2022 – Nov 2022 **Junior Executive (Trainee) NADRA**

Main duties performed:

- Managed customer service and public dealing tasks.
- Performed data entry, verification, and official record maintenance.

Education

2018–2020 **Master of Commerce (M.Com)** **Federal Urdu University, Islamabad**

2016–2018 **Bachelor of Commerce (B.Com)** **Federal Urdu University, Islamabad**

2012–2015 **Intermediate (F.Sc. Pre-Engineering)** **BISE Lahore**

2010–2012 **Matric (Science) – Jinnah Cambridge High School** **BISE Lahore**

Skills

- MS Office & Computer Applications
- Administrative & Clerical Skills
- Communication & Public Dealing
- Problem Solving & Teamwork

Certifications & Courses

- Computer Course – Grade A
- Hospitality Management (6 Months)

Languages

- English
- Urdu
- Punjabi

References

Available upon request.