



# ABDUL REHMAN

Lucknow  
8400599396  
rahman.akhtar10@gmail.com

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help **team achieve company goals**. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent **time management** and **problem-solving skills**. Reliable employee seeking [Job Title] position. Offering excellent communication and good judgment.

- **[The strategist will research and anticipate market trends, create and maintain a consistent style and tone for the company's products and create and implement strategies for improving product branding.]**
- **Successfully maintained clean, valid driver's license and access to reliable transportation.**
- **Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.**
- **Received and processed stock into inventory management system.**

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## WORK EXPERIENCE

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### Fresher

Fresher  
Lucknow

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## SKILLS

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Self-Motivated. Organization and Time Management. Analytical and Critical Thinking. Training and Development. Cultural Awareness. Skilled in data tracking software and digital presentation programs Marketing, Sales, Supply Chain Experience. Leadership experience and Team Leading.

Problem-solving abilities. Communication skills. Computer, Microsoft excel. Adaptability, Creativity, Customer Service, Decision making, Project management.

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## EDUCATION

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### Lucknow City College

High school or equivalent

Commerce

Lucknow

04/2018 to 05/2020

### Lucknow University

Bachelor's

BBA (I.B) Bachelor of Business Administration (International Business) BBA: BBA(I.B) Management Student, Commerce, Financial Lucknow City College. (College)-Lucknow UniversityLLucknow • Completed professional certificate in [Subject]-Communication Skills, Social Media Management, Procurement Planning, Digital Manufacturing. • College function lead. Student leadership

Lucknow

06/2020 to 06/2023

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## ADDITIONAL INFORMATION

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- **Mother Name : Naaz Parveen**
  - **Language: English, Hindi**
  - **Marital Status : Single**
  - **Nationality : Indian**
  - **Hobbies and Interest: Collection of new information regarding new product Lunching. Long Driving**
  - **High School Pass.-2018**
  - **Intermediate pass.-2020**
  - **BBA(I.B)- Bachelor of Business Administration (International Business)**
  - **Permanent Address: 544/2483 Baraura Husain Badi**
- Balaganj Lucknow-226003.

**Dated:**

**Place. Lucknow**

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## CERTIFICATIONS / LICENSES

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### Google

10/2020 to 11/2020

- **Digital Market**

## **TCSiON**

05/2021 to 06/2021

- **Communication Skills**

## **Great Learning**

08/2021 to 08/2021

- **Social Media Management**

## **Coursers Project**

05/2021 to 06/2021

- **Introduction to Data Analysis**

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## **LINKS**

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[www.linkedin.com/in/rahman-akhtar-52a8591b7/](https://www.linkedin.com/in/rahman-akhtar-52a8591b7/)