

Rahat Aziz

+971 55 4743741 · rahataziz321@gmail.com
Hor al Anz Dubai, United Arab Emirate

PROFILE

Dedicated professional with experience management, data entry, and storekeeping. Currently employed as a Clerk in the UAE since March 2024, managing and organizing records efficiently. Skilled in maintaining accurate documentation, inventory control, and ensuring seamless data management. Previous experience as a Storekeeper and Data Entry Operator has honed my organizational, multitasking, and attention-to-detail skills. A reliable team player committed to maintaining workflow efficiency and meeting organizational objectives. Proficient in IT tools and record management systems.

KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Recruitment & Onboarding	Critical thinking skills	Proactive and self-motivated
Policy Implementation	Excellent communication skills	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

MOOSA JUMA SANQOOR GENERAL TRADING LLC CLERK

May 2024 - Present

As a Clerk, I organize, maintain, and catalog records for easy retrieval. I ensure proper storage, handle document preservation, and assist in digitizing archives while maintaining confidentiality and ensuring compliance with organizational standards.

SILK LOGISTICS AND CARGO SHOPING Store Assistant

Jan 2022 - Dec 2023

- Inventory Management: Ensured accurate stock tracking and timely replenishment for smooth operations.
- Order Coordination: Handled shipping, receiving, and order fulfillment efficiently.
- Customer Support: Assisted clients with inquiries, ensuring satisfaction in logistics and cargo services.

Getz pharma pakistan. Data entry operator

Feb 2021 - Dec 2021

As a Data Entry Operator, I accurately entered, updated, and maintained data in systems. I ensured data integrity, performed quality checks, and organized information for easy access, contributing to efficient workflow and error-free record management.

EDUCATION & CERTIFICATIONS

MASTER OF ARTS IN SOCIOLOGY

Majors: Social sciences
University of peshawar.

Diploma in information technology

Majors: Microsoft office
khyber pakhunkhwa technical board.

SKILLS

Ms excell Ms word Ms power point

DRIVING LICENCE

Issued place Dubai

LANGUAGES

Urdu (flaunt) English (flount)
pushto (native)