



## ANEES UR REHMAN

Public Relation Officer,  
Team Manager

### CONTACTS

#### PHONE NUMBER

0096535491670

#### EMAIL

aneesnbprehman@gmail.com

#### ADDRESS

Riyadh Manfuha Saudia  
Arabia , Riyadh Saudia  
Arabia, 12211, Saudia Arabia

### ABOUT ME

*Inightful Manager with experience directing and improving operations through effective employee motivational strategies and strong policy enforcement. Proficient in best practices, market trends and regulatory requirements of industry operations. Talented leader with analytical approach to business planning and day-to-day problem-solving. Talented Manager with expert team leadership, planning and organizational skills built during successful career. Smoothly equip employees to independently handle daily functions and meet customer needs. Diligent trainer and mentor with exceptional management*

## WORK EXPERIENCE

### Public Relation Officer in Qatar

📍 Qatar

*Haji Trading and construction  
LLC (May2024 – Sept2025)*

- Managed communication with government department and regulatory authorities
- Process company documentation, permits, license, and employee-related transactions.
- Ensure compliance with local regulations and company policies.

### TEAM MANAGER

📍 Mardan kpk Pakistan

*Jubilee life insurance, Mardan kpk  
Jan 2021 - Apr 2024*

- Maintained a professional, organized, and safe environment for employees and patrons.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
- Maximized performance by monitoring daily activities and mentoring team members.
- Onboarded new employees with training and new hire documentation.
- Cross-trained existing employees to maximize team agility and performance.
- Accomplished multiple tasks within established timeframes.
- Improved marketing to attract new customers and promote business.
- Monitored and analyzed business performance to identify areas of improvement and make necessary adjustments.
- Established team priorities, maintained schedules and monitored performance.
- Trained personnel in equipment maintenance and enforced participation in exercises focused on developing key skills.

### ADMINISTRATOR

*Pakistan Grammar School, Mardan kpk  
Jan 2017 - Jan 2021*

- Collected, validated, and distributed information to employees.
- Entered and maintained departmental records in

abilities and results-driven approach.

## SKILLS

- Staff Management
- Project Management
- Business Development

## LANGUAGES

- English
- Urdu
- Arabic

## DRIVING LICENSE

### Driving license category

- UAE license holder 11 Years experience
- Saudia License Holder

## HOBBIES

- Swimming
- Hiking
- Driving

- company database.
- Computerized office activities, maintained customer communications, and tracked records through delivery.
- Maintained personnel records and updated internal databases to support document management

## CLERK

*Al fouzan Marine Cargo L.L.c, Sharjha  
Jan 2014 - Jan 2017*

- Verified transactions, product orders and shipping dates and entered information into databases and reports.
- Produced high-quality communications for internal and external use.
- Drove customer loyalty and consistent sales through friendly service and knowledgeable assistance

## CLERK

*Edhi foundation, Pakistan  
Jan 2012 - Jan 2014*

- Input data into spreadsheets and databases.
- Coordinated travel arrangements for staff members.
- Reviewed files, records and other documents to obtain information to respond to requests

## EDUCATION

2017

### MASTER OF BUSINESS ADMINISTRATION HUMAN RESOURCES MANAGMENT

*ABU DHABI University - Abu Dhabi (UAE)*

2014

### BACHELOR OF ARTS: HUMANITIES

*Abdul Wali Khan University Mardan kpk*

2013

### F.A HUMANITIES

*Govt Post Graduate College Mardan Kpk*

**2010**

- **METRIC SCIENCE EDUCATION**

*Mardan Institute of learning system(MILS) School and  
College Sheikh Maltoon Town Mardan*

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**COURSE**

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**MS OFFICE AUTOMATION**

*Excel Computer and Graphics*

*Apr 2011 - Oct 2011*