



MUSABEEH UR REHMAN

Admin & Customers Support



musabeehrehman@gmail.com

m



+923086684739



02 # Street BOR Johar Town
P/O 54782, Lahore, Punjab,
Pakistan

EDUCATION

MBA (MARKING ADMINISTRATION)
GC. University Fsd. 2017-2020

BBA (FINANCE)
IUB Bahawalpur 2013-2017

SKILLS

- Customer Support
- MS-Office
- CRM + AI Tools
- Excel & Google Sheet
- Admin Skills
- Web-Research SEO Contant

LANGUAGES

- English (Fluent)

ABOUT ME

Experienced in customer support, skilled in MS Office, CRM, and AI tools. Proficient in Excel, Google Sheets, web research, SEO, and content writing. Strong administrative and problem-solving skills.

EXPERIENCE

BIZ_TECH_SOLS UK - LAHORE

Admin_DataEntry 2024 - Present

- Data Entry Operations Specialist at BIZ_TECH_SOLS UK, managing high-volume data entry with accuracy. Proficient in Excel, Google Sheets, and databases. Skilled in validation, reporting, and streamlining processes.

BURAK HAULING INC. US - LAHORE

Burraq Inc. 2023 - 2024

- Sales and Dispatcher at Buraq Hauling Inc., skilled in lead generation, contract negotiation, and client relations. Proficient in CRM, dispatch coordination, route optimization, billing, and admin support.

PAKISTAN TELLECOMMUNICATION LTD.

CSR Customer Support 2021 - 2023

- CSR and Virtual Assistant at PTCL Pvt Ltd, managing customer inquiries via CRM, resolving issues, and ensuring prompt responses. Skilled in admin support, data entry, and streamlining workflows for efficiency.