



MEHBOOB UL REHMAN

Office Administrator

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EDUCATION

**Associate Degree In
Computer Science**

Mind Luster Institute
2021-2023

Higher Secondary School
Asif Saleem Inter College Pak
2014-2016

Certificate In SEO
Mind Luster Institute
2021-2023

EXPERTISE

- Office Administration
- SEO Content Writing
- Web Design(Html, Css, Js, & Wordpress)
- Microsoft office Suite
- Social Media Management
- Paid Ads, Meta & Google
- Team Coordination

LANGUAGE

- English
- Turkish
- Urdu/Hindi

PROFILE

Dedicated and results-driven Office Administrator with over 7 years of experience in administration, SEO content writing, and web design. Proven track record in handling office operations, communication, and digital platforms. Recognized with Best Employee of the Year award for outstanding performance and dedication.

WORK EXPERIENCE

Green Horizon Building Cleaning LLC, Dubai **2023-Present**
Office Administrator

- Managing office correspondence, scheduling, and records.
- Coordinating between staff and management for seamless daily operations.
- Handling HR and administrative documentation.

RK Business Hub, Lahore, Pakistan **2020-2022**
Office Assistant/Receptionist

- Provided administrative support to departments and handled client interactions.
- Maintained filing systems and conducted data entry tasks
- First Point Of Contact For The Customers. Handling Calls & Queries

WebTech Lahore, Pakistan **2018-2020**
SEO Content Writer & Web Designer

- Created SEO-optimized content for websites and blogs.
- Designed and maintained responsive web pages.
- Increased web traffic by implementing targeted keywords and optimization strategies.

CERTIFICATIONS

- Diploma in Computer Science
- SEO & Digital Marketing Diploma
- Content Writing Certification

REFERENCES

Will be provided on demand.