

CURRICULUM VITAE

Adeel Ur Rehman
United Arab Emirates
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PROFESSIONAL SUMMARY

Dedicated and results-driven professional with 6 years of diverse experience in production supervision, sales, drafting, and driving.

Skilled in overseeing production processes, managing teams, and ensuring operational efficiency.

Proven ability to handle customer service, inventory management, and safe driving. Strong track record in delivering projects on time, coordinating teams, and maintaining safety standards.

WORK EXPERIENCE

Production Supervisor & Driver

Most Credible Sign, Mussafah 13, Abu Dhabi, UAE

March 2024 – Present

- Supervise production operations, ensuring high-quality signage is produced efficiently.
- Coordinate with teams to meet project deadlines and maintain safety standards.
- Manage inventory and streamline supply chain processes.
- Provide safe and timely driving services within UAE.

Site Supervisor

AJ Associates, Sialkot, Pakistan

February 2020 – February 2024

- Supervised site operations and ensured construction materials were arranged as per requirements.
- Checked and ensured that construction work adhered to standards.
- Coordinated with various teams to ensure timely project completion.

Draftsman

Décor House, Wazirabad Road, Sialkot, Pakistan

October 2017 – January 2020

- Developed detailed architectural and interior design drawings using AutoCAD.
- Collaborated with designers and engineers on project layouts and technical specifications.
- Created 2D drawings for construction and design projects.

KEY SKILLS

- Production Management: Oversight of production processes ensuring quality and efficiency.
- Team Collaboration: Coordinating with cross-functional teams to meet deadlines.
- Inventory Management: Monitoring and managing materials to prevent production delays.
- Sales & Customer Service: Building customer relationships and solving client issues.
- Driving Experience: Safe, reliable driving with extensive knowledge of UAE roads.
- Technical Proficiency: Skilled in Microsoft Office (Word, Excel, PowerPoint), AutoCAD.
- Software & Hardware Knowledge: Expertise in software installation, troubleshooting, and IT support.

EDUCATIONAL BACKGROUND

Secondary School Certificate (Private)

Board of Intermediate & Secondary Education Gujranwala (2015)

LANGUAGES

- English
- Urdu
- Hindi

PERSONAL INFORMATION

Full Name: Adeel Ur Rehman

Nationality: Pakistani

Visa Status: 2-year UAE visa

Marital Status: Single

Date of Birth: September 16, 1997

Place of Birth: Sialkot, Pakistan

REFERENCES

Available upon request.