



TUFAIL UR REHMAN

Team Leader &
Supervisor

+971585166968

 tufail_a@yahoo.com

 ,Dubai, Freelance Visa(2026)



EDUCATION

Master of Business Administration

Preston University, Pakistan

2009 - 2011

Bachelor of Arts

Peshawar University, Pakistan

2003 - 2005

EXPERTISE

Merchandising &

Marketing Customer

Service

Admin

Public Relation Officer

LANGUAGE

English

Hindi

Arabic

C

Experience

Purple Patch Technologies, Dubai

June 2024- Present

Team Leader & Supervisor

Identify potential customers through databases, cold calling, follow up leads and personal contacts. To sell Personal finance products to the specified target customers and meet monthly sales targets. To contact potential customers and convince them about the bank's product offerings. Major accountability for a Relationship Officer is to ensure that business is solicited as per the Shariah process. Maintain complete and detailed knowledge of all assigned products.

2013 - 2023

Paris Gallery, Dubai

Team Leader & Supervisor

Determines call schedule by reviewing priorities with supervisor and discussing special instructions, product promotions, new products, and price changes. Maintains customer relationships by visiting with store managers, department managers, and employees. Maintains store shelves by observing displays of company products, removing damaged or freshness-dated products, tidying store shelves, and providing optimum display of products. Maintains inventory by restocking shelves with product from inventory, observing inventory levels.

2012 - 2013

Fine City Transport, Dubai

Supervisor

Support company operations by maintaining office systems and supervising staff. Maintain office services by organizing office operations and procedures, preparing payroll, managing correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions. Define procedures for retention, protection, retrieval, transfer, and disposal of records. Establish standards and procedures, measuring results and making necessary adjustments. Maintain office staff by recruiting, selecting, orienting, and training employees.

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