



Ahmad Ali

Date of birth: 22/04/1993

Nationality: Pakistani

Gender: Male

CONTACT

Deira, Dubai, UAE

Passport # SS1825701

Passport Issues Date : 29/06/2020

Passport Expiry Date : 28/06/2025

Visa Status : ON Visa

Visa Issue Date: 22/09/2023

Visa Expiry Date: 22/09/2025

(+971) 569161157

(Call & WhatsApp)

khattakkhan5907738@gmail.com

ABOUT ME

Experienced office coordinator with a strong foundation in pharmacy assistance. Proficiently manage office dynamics, leveraging valuable insights from supporting pharmacy operations. Skilled in streamlining efficiency, fostering teamwork, and providing exceptional service. Ready to bring a distinctive mix of administrative and healthcare expertise to your team.

WORK EXPERIENCE

02/2024 – 07/2024 Dubai, United Arab Emirates

Cashier Insta Shop Digital Park Dubai

- Processed cash, credit, and debit transactions accurately.
- Issued receipts and handled customer inquiries.
- Maintained a balanced cash drawer and performed end-of-day reconciliations.
- Assisted with returns, refunds, and exchanges.
- Ensured a clean and organized checkout area.

09/2023 – 01/2024 Dubai, United Arab Emirates

Online Picker Carrefour Retail Company

- Accurately assemble online customer orders with attention to detail.
- Demonstrate familiarity with Carrefour's product range for efficient item location.
- Prioritize tasks to meet daily order fulfillment targets and deadlines.
- Conduct thorough checks to ensure the selected items meet high-quality standards.
- Collaborate with the inventory team to track stock levels and report discrepancies.
- Address customer inquiries and concerns, ensuring a positive online shopping experience.
- Adhere to safety protocols for a secure working environment.

01/10/2021 – 01/01/2023 Mardan, Pakistan

Office Coordinator (IT Manager) DKB Builders & Developers (SMC) Private Limited

Office Coordination:

- Led the front desk operations, warmly welcoming visitors and efficiently handling their queries.
- Supported the team by scheduling meetings, appointments, and managing calendars.
- Ensured seamless office operations by monitoring and restocking essential supplies.
- Played a key role in orchestrating company events, managing logistics and catering arrangements.
- Collaborated with building management to maintain an organized and well-presented office space.

IT Support:

- Provided hands-on technical assistance, promptly resolving hardware and software issues.
- Set up and maintained computer systems, software applications, and peripheral devices.
- Safeguarded critical data through meticulous backup, recovery, and cybersecurity measures.
- Conducted user-friendly training sessions, empowering staff with IT know-how.
- Kept a watchful eye on network performance, ensuring up-to-date and secure systems.

Department Sales and management | **Address** Deans Trade Center, Saddar Road, Peshawar Cantonment, 25000, Mardan, Pakistan

Email ahmad.ali@starmarketingonline.com |

Website <https://www.starmarketingonline.com/>

2019 – 2021 Bahria Town, Islamabad, Pakistan

Pharmacy assistant Amson Pharmacy

- Dispense prescribed pharmaceuticals to the public
- Educate customers on health promotion, disease prevention, and the proper use of medicines
- Sell non-prescription medicines and related goods in a community pharmacy
- Marketing and Management

EDUCATION AND TRAINING

2019 – CURRENT Peshawar, Pakistan

Master of Science in Pakistan Studies Islamia College University

- Pakistan Studies
- Economics
- Sociology
- Research Methodology

Address 25120, Peshawar, Pakistan | **Website** <https://icp.edu.pk/> | **Field of study** Pakistan Studies |

Final grade 67% | **Thesis** Molana Muhammad Ahmad, Motamim Sahab, Sher Garh

2014 – 2016 Mardan, Pakistan

Bachelor of Arts in Political Science Abdul Wali Khan University

- Political Science
- English
- Islamiyat
- Pakistan Studies

Address 23200, Mardan, Pakistan | **Website** www.awkum.edu.pk | **Field of study** Political Science |

Final grade 68%

LANGUAGE SKILLS

MOTHER TONGUE(S): Pashto

Other language(s):

English

Listening B2

Reading B2

Writing B2

Spoken production B2

Spoken interaction B2

Urdu

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

Hindi

Listening C2

Reading A1

Writing A1

Spoken production C2

Spoken interaction C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Gmail | microsoft word | PowerPoint | Decision-making | Internet user | Google Drive | Microsoft Office | Open and respectful towards others | Creativity and problem solving | WhatsApp | App | Youtube | E-mail use | Self control | Self Motivation | Friendly | Good listener and communicator | hard

Teamwork | Loyalty and trust | Google Docs | Motivated | Good Communication | Written and Verbal skills | Ability to give constructive suggestions | communicating | integrity | Good at being proactive and efficient in high stress situations | Good with confidentiality | Excellent team player

ADDITIONAL INFORMATION

Conferences and seminars

● **05/02/2020** Islamia College University, Peshawar

● **Seminar on Kashmir Day**

● **27/12/2019** Islamia College University, Peshawar

● **Seminar on Pakistan National Day**

Hobbies and interests

● Hobbies

- Book reading
- Writing or blogging
- listening to music
- Travel
- Exercising and healthcare

● Interests

- Marketing
 - Business
 - Learning languages
 - Photography
 - Cooking or Baking
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