

Ali Rizwan

Administrator | Document Controller

An experienced Administrator and Documents Controller, handling data, projects, and office tasks for years now. I know my way around analysis tools, databases, and teamwork like the back of my hand. With a Bachelor's degree in Computer Science, I've consistently delivered top-notch results in fast-paced setups. I'm all about building solid connections with stakeholders and making operations run smoother.



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Dubai, United Arab Emirates

05 September 1990

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WORK EXPERIENCE

Administrator cum Document Controller

OKAB Group

02/2022 – Present,
UAE

DUBAI,

The **OKAB** Group is a multi-national enterprise that has its main office in Dubai and branches across the world.

Tasks

- Trained in gathering, validating, and documents various system information and business requirements.
- Responsible for carrying out in-depth evaluation and verification of the system capabilities and liaise between end-users and software developers.

Admin and Logistics Controller

BATA Shoes

08/2021 – 02/2022,
Pakistan

Lahore,

Bata: Global footwear icon since 1894, offering stylish & affordable shoes for all ages. Comfort, innovation, sustainability.

Tasks

- Monitor sales performance, analyze market trends, and ensure customer satisfaction.
- Motivate sales teams to provide excellent customer service and develop effective business strategies to achieve sales targets in a competitive market.
- Manage inventory levels, replenishment, and optimal product placement to optimize sales and minimize stock issues.
- Generate and analyze reports on sales, inventory, and key performance indicators to evaluate store performance and identify areas for improvement.



EDUCATION

09/2008 – 11/2012,
Pakistan

Sargodha,

Bachelor's in Computer Science

University of Sargodha



CERTIFICATES

Android Development Certificate

(01/2015 - 03/2015)

Learn Android Development from Code Informatics.

UAE Driving License

(Expected 05/2024)

Classes in progress for Driving License from EDI



HONOR AWARDS

Best Employee Award

The Diner's Shop (2019/2020)



VOLUNTEER EXPERIENCE

IT Trainer

Perfect Institute of Modern Science

01/2017 – 12/2017, Lahore, Pakistan

Tasks

- Create and deliver training materials, including presentations, handouts, and guides, according to the needs of the trainees.
- Deliver training sessions on various IT topics, using clear and simple explanations of concepts, tools, and processes.



WORK EXPERIENCE

Administrator

DINERS

01/2018 – 08/2021,
Lahore, Pakistan

DINERS is a registered trademark of AL BARAKA APPAREL and has been in the fashion industry since 1990.

Tasks

- Oversee the daily operations.
- Lead and manage a retail team to achieve sales targets and deliver exceptional customer service.
- Develop and implement sales strategies and promotions to increase revenue.
- Maintain a customer-oriented approach, respond to inquiries and ensure a positive shopping experience.
- Conduct staff training sessions to improve product knowledge, sales skills, and customer service skills.

Web Developer

MicroKosam

08/2014 – 12/2016,
Islamabad, Pakistan

Systems integrator and technology provider, established to Provide leading edge intelligent technical solutions and consulting services to businesses.

Tasks

- Design and develop visually appealing user interfaces using HTML, CSS, and JavaScript".
- Implement responsive design to ensure a consistent user experience across different devices.
- Build server-side applications using various programming languages.
- Customize and create websites using CMS platforms

Web Developer

Dynasetter

10/2013 – 08/2014,
Islamabad, Pakistan

Systems integrator and technology provider software house.

Tasks

- Design and develop visually appealing user interfaces using HTML, CSS, and JavaScript.
- Implement responsive design to ensure a consistent user experience.



SKILLS

Microsoft Office

Excel

Power Point

MS Project

MS Visio

Justin mind App

Teamwork App

Technology

Project Management

Creative

Critical Thinking

Research

Presentation Skill

Adaptability

Work Ethics

Collaboration

Problem Solver

Team Work

Quick Learner

Communication

Customer Care

Statistics

Time Management

Problem Identification



LANGUAGES

URDU



ENGLISH



PUNJABI



PASHTOO



HINDI



INTERESTS

Research

Reading and Net Surfing

Cricket

Traveling and Cooking