## **Ali Rizwan**

## **Administrator | Document Controller**

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.



alirzwn@gmail.com

+971 581 653 052



Dubai, United Arab Emirates



05 September 1990



Linkedin.com/in/alirzwr



## **WORK EXPERIENCE**

## **Administrator cum Document Controller OKAB** Group

02/2022 - Present.

DUBAI.

UAE

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 information various system 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)



#### **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 concents 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

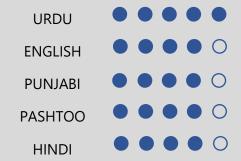
- Design and develop visually appealing user interfaces using HTML, CSS, and JavaScript.
- Implement responsive design to ensure a consistent user experience.







## **LANGUAGES**





## **INTERESTS**

