



ALI SHAN



CONTACT

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Sonapur Dubai



OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my skills for the Organization.



EXPERIENCE

Transguard Group LLC Dubai

April 2023 - Till Date

Cabin Appearance Agent

Working in Dubai Civil Aviation Authority as a Cabin appearance agent at Dubai International Airport

Buraq Education System

2021 - 2022

Accountant

Provides financial information to management by researched and analyzed accounting data, and preparing reports. Prepare Asset, liability and capital account entries by compiling and analyzing account information.

Pakistan State Oil Speed Ways Filling Station Peshawar

2019 - 2021

Manager

Worked with vendor, Monitored sales, Maintain inventory and employee schedules. Maintain daily reports and deposits.

NewRivoli Guest House Peshawar

2018 - 2019

Waiter

Provided excellent customer service to dinner, taking orders delivering food and drink and resolving any issues that arose.

Lutf Mega Mart Lahor

2015 - 2018

Data Entry Operator And Cashier

As a Data Entry:

Maintains database by entering new and updated customer and account information, Prepares source data for computer by compiling and sorting information.

As A Cashier:

Greet customers and provide excellent customer service. Process cash, check and credit/debit card payments. Issue receipts, refunds or tickets



SKILLS

Effective communication and Team work skills.

Interpersonal Skills.

Computer Skills Such as Ms Office, IPOS Softwares.

School Management System Softwares.



LANGUAGES

English: Read Write Speak

Urdu: Read Write Speak

Pashto: Read Write Speak



PERSONAL DETAILS

Date of Birth : 09/10/1992

Marital Status : Single

Nationality : Pakistani

Religion : Islam

Passport : AN5107232



EDUCATION

B.B.A Hon's (Bachelor Of Business Administration)

2014

University Of Peshawar Kpk

D.Com (Diploma In Commerce)

2009

GCMS, Peshawar Communication

Secondary School Certificate

2007

Govt High School Dak Ismail Khel Kpk

D.I.T (Diploma In Information Technology)

2020

Board Of Technical Education Peshawar Kpk



INTERESTS

Surfing Through Internet,

Playing Cricket,

Traveling.