



# ALI RAZA

📍 Dubai, United Arab Emirates

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## SUMMARY

A Graduate looking to apply my knowledge, abilities, and talents in a demanding role in a respectable organization. Have a strong sense of detail and communication abilities.

## EXPERIENCE

**RETAIL SALES ASSOCIATE**, 01/2019 - 06/2020

**Leather Coordinator-Manufactures and Exporters**, Sahiwal, Pakistan

- Serves customers by helping them select products.
- Greets and receives customers in a welcoming manner.
- Responds to customers' questions.
- Provides outstanding customer service.
- assists with inventory, including receiving and stocking merchandise.
- Understanding of the retail sales process
- Outstanding customer service skills.

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**SCHOOL COORDINATOR**, 08/2020 - 12/2023

**Tariq Bin Ziad School & College**, Sahiwal, Pakistan

- Organize and schedule student orientations & workshops.
- Manage communication between students, faculty, and administration.
- Develop and maintain a comprehensive database of student organizations.
- Coordinate and perform administrative operations.
- Responsible for receiving and processing all application materials.
- Knowledge of enrollment management, registration, and retention.
- Cash & student documents Management.

## SKILLS

- Stronger teamwork
- Activity Planning
- Written and Verbal Communication
- Attention to detail
- Teamwork
- Being willing to grow

## EDUCATION

**Bahauddin Zakariya University**, Multan - Pakistan, 2018

**Master of Arts and Social Sciences: International Relations**

## OTHER'S

- Nationality : Pakistani
- Language : English, Urdu, Hindi
- Visa Status : Visit Visa