



IRFAN ALI

CONTACT

Sharja, Dubai 138

Mobile: 00971553155182

irfan.boken16@gmail.com

Date of Birth: 23/01/1995

Nationality: Pakistani

EDUCATION

April 2018

Bachelor of Commerce: Commerce
Govt.High School Malhu Khokhar,
Gujrat/Pakistan

LANGUAGES

English B1
Intermediate

Urdu B2
Upper intermediate

Hindi A2
Elementary

Punjabi C1
Advanced

SKILLS

- Administrative project management
- Staffing schedules
- Sales support
- Office management
- Database administration
- Public Relations
- Report writing
- Motivational leadership style
- Employee management
- CRM and office management software
- Accounts Payable/Accounts Receivable
- Business administration
- Data management
- Event coordination
- Microsoft Office expertise
- Workflow planning
- Data entry

WORK HISTORY

May 2023 - Current

Administration Manager, Al Sherit Al Ahmer for Hospitality Est., Dubai, UAE

- Facilitated smooth information transfers between internal teams and third party advisors.
- Planned, coordinated and optimised administrative procedures.
- Maintained strong working relationships with group and partner companies.
- Monitored department workload, coordinating activities to minimise resource concerns.
- Resolved issues as they arose for smooth daily management of administrative operations.
- Prepared periodic reports using [\[Software\]](#).
- Purchased office supplies and maintained reliable supplier relationships.
- Controlled, monitored and documented administrative processes and procedures.

December 2021 - April 2023

In-Store Promoter, Adidas, Dubai, Dubai

- Coordinated flight, accommodation and travel arrangements, maintaining strict compliance with budgets and schedules.
- Processed mail, email and phone enquiries, minimising correspondence backlogs.

- Professionally greeted clients and delivered friendly, knowledgeable assistance.
- Prepared meeting rooms and event spaces to achieve successful client engagements.

April 2020 - November 2021

Sales Executive, *Fadi Electronics*, Dubai, Dubai

- Generated new leads and opportunities to maximise revenue.
- Strengthened profit opportunities through targeted customer relationship development, continually meeting sales objectives.
- Established and maintained positive, profitable client relationships through superb communication.

January 2019 - March 2020

Manager, *I&M Fashion Garments Brand*, Islamabad, Pakistan

- Applied expertise in team leadership to address productivity and performance issues, motivating staff to achieve KPIs.
- Developed strong teams by skilfully recruiting, orienting and training loyal, hard-working employees.
- Upskilled staff through targeted training opportunities, enhancing team capabilities.
- Conducted audits and risk assessments to achieve regulatory compliance.

July 2016 - August 2018

Cashier, *Nobel Currency Exchange*, Gujrat

- Completed opening and closing procedures each day.
- Delivered outstanding customer care with proactive sales and listening skills.
- Displayed and restocked merchandise by following brand guidelines.
- Answered questions about store policies and concerns politely and professionally, supporting positive customer experiences.