



SAQIB ALI

CLERK AND CASHIER

Mobile No: +971552393515

Email:

saqibhaider309@gmail.com

Bur Dubai, Dubai

Status: Employee Visa

Date of Birth: 01-01-1998

Marital Status: Single

C.N.I.C: 45208-1067430-9

Religion: Islam

Nationality: Pakistani

LANGUAGES:

English-A1

Urdu-A1

Sindhi-A1

COMPUTER SKILLS

- Internet Browsing
- MS Office
- Data Entry
- Adobe Photoshop

SKILL HIGHLIGHTS

- Excellent oral and written communication skills.
- Self-motivation
- Teamwork Decision making
- Technological skill

INTEREST

- Research Work
- Reading Books
- Foot Ball

Career Objective: To obtain a challenging position in a reputable organization where my strong analytical, problem-solving and customer service skills can be utilized effectively to contribute to the growth of the organization, while also enhancing my professional and personal development."

Education

BS(HONS.): 2017 – 2020

Shah Abdul Latif University Khairpur Mir's Sindh Pakistan

INTERMEDIATE (Pre-Engineering): 2015

B.I.S.E SUKKUR Sindh Pakistan

Matric (Science): 2013

B.I.S.E SUKKUR Sindh Pakistan

Certifications

C.I.T (Certificate in Information and Technology): 2015

Dawn Computer Institute Drib Mehar Shah Khairpur

Experience

Clerk and Cashier : 2021-2023

Mazhar Muslim Model H/Sec Ranipur Sindh Pakistan

"Duties and Responsivities"

- Maintaining student record, store and analyze information.
- Review and verify accuracy of journal entries, accounting methods and procedures.
- Monitor income and expenditure in relation to school's budget.
- Maintain the general ledger and prepare journal entries.
- Compile, maintain and file all physical and computerized reports, records and other documents required.
- Managing & scheduling staff contracts, Delegate tasks to members and manage the deadlines.
- Ensure accurate and timely billing and fees collections.
- Available by phone or e-mail almost any hour of the day to help solve any problems.

Salesman: 2020-2021

Zohaib Communication Mobile Store Karachi

Teacher (Subject Specialist Mathematics): 2019 – 2020

Shah Latif Coaching Center Ranipur Sindh Pakistan

Teacher (Subject Specialist Mathematics): 2017 – 2018

Bhittai Public School Ranipur Sindh Pakistan