



# SAQIB ALI

CLERK AND CASHIER

**Mobile No:** +971552393515

**Email:** [saqibhaider309@gmail.com](mailto: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.

**Teacher (Subject Specialist Mathematics): 2018 – 2020**

Bhittai Public School Ranipur Sindh Pakistan

**Salesman: 2017-2018**

Zohaib Communication Mobile Store Karachi.