



# Saad Ali

Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge.



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0543145075



Abu Dhabi, United Arab Emirates

## SKILLS

Microsoft Excel,  
Microsoft Word and  
Microsoft PowerPoint.

Windows XP 2000,  
Windows-7 & 8 and  
Windows-10.

Teaching, tutoring and  
counselling.

Critical thinking.

## LANGUAGES

Urdu (or Hindi)  
Native or Bilingual Proficiency

English  
Professional Working Proficiency

Punjabi  
Full Professional Proficiency

## EDUCATION

### Bachelor of Science (Associate Degree in Science ADS)

University Of Punjab

2019 (In Progress)

### Intermediate - Science

BISE Rawalpindi

2017 - 2019, (78%)

860/1100

### Matric - Science

BISE Rawalpindi

2015 - 2017. (80%)

880/1100

## WORK EXPERIENCE

### Cashier

Pakistan Currency exchange

09/2022 - 02/2024

Chakwal, Pakistan

Achievements/Tasks

- Assisted with processing customer transactions, including cash, credit, and debit payments.
- Supported daily cash reconciliations and helped maintain accurate financial records.
- Helped in managing inventory levels.
- Provided customer service by addressing inquiries and assisting with resolving complaints.
- Shadowed experienced cashiers to master register operations and industry policies.

### Document Controller/Teacher

Pak Public Secondary School

10/2021 - 05/2022,

Dhudial, Pakistan

Achievements/Tasks

- Preparing, administering and grading examinations, quizzes and other assignments.
- Collecting fees and funds.
- Basic Payroll
- Preparing various work sheets and Timetable / Schedules.
- Teaching mathematics to matric classes
- Designing educational activities that promote physical, social and intellectual growth of students
- Communicating with parents about students' progress and development
- Educating students on following a school's moral codes and behavior's