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 **+966 58 110 9225**

**waqaralisofi@gmail.com******

 **Al-Hasa, Saudi Arabia**

**Waqar Ali**

**OBJECTIVE**

My objective is to establish a dynamic and fulfilling career as an IT Technician/Accountant/Store Manager/Document Controller/Permit Receiver professional. I am dedicated to contributing my skills, expertise, and unwavering commitment to the field of information technology. My primary goal is to thrive in a demanding work environment that not only leverages my current abilities but also provides ample opportunities for personal growth and advancement in my career. Through continuous learning and adaptability, I aim to stay at the forefront of technological advancements and make a meaningful impact in the sector.

**WORK EXPERIENCE**

 **ABAHI PALACE FOR RESIDENTIAL UNITS**

**[APR-2024 to Continue] Al Hofuf, Saudi Arabia**

**Accountant**

Managed financial records, budgeting, and reporting for residential units. Oversaw accounts payable/receivable, prepared financial statements, and ensured compliance with local regulations. Conducted financial analysis and supported audits to maintain accuracy and efficiency in all financial operations.

**PREMIUM BUILDING**

**[FEB-2023 to FEB-2024] As Saffaniyah, Saudi Arabia**

**Hotel Manager**

Managed daily operations, staff, and guest satisfaction. Improved online reputation, occupancy rates. Led successful renovations and marketing campaigns. Maintained compliance and earned industry recognition. Oversaw a team of Premium Building staff members, including front desk, housekeeping, and maintenance, and provided leadership, training, and performance evaluations.

**DUNKIN DONUTS**

**[FEB-2017 to FEB-2023] Shahia Food Ltd. Co. Riyadh, Saudi Arabia**

**Shop Supervisor**

Oversee all the professional activities of their store’s floor salespeople, cashiers, shelf stockers, help their store meet its financial objectives, maintain their store’s inventory, help customers, address their questions, concerns, and comments.

**SAMEER REAL ESTATE L.L.C**

**[JAN-2016 to JUNE-2016] Ajman, United Arab Emirates**

**Assistant Manager**

Worked as Assistant Manager in real estate. While looking after a diversified portfolio and duties, major areas of my responsibilities are to look after the issues relating to administration, procurement, accounts and to coordinate with the office.

**DISTRICT COORDINATION OFFICER OFFICE**

**[FEB-2014 to JULY-2014] Vehari, Pakistan**

**Internship**

Worked as a clerk in a govt. finance department. Count, and disburse money, do basic bookkeeping and complete banking transactions. Answer telephones, direct calls and take messages. Compile, copy, sort, and file records of office activities and other activities.

**UFONE TELECOM**

**[JAN 2014 to May-2014] Sheikh Communication Burewala, Pakistan**

**Customer Service Representative**

Worked as Customer Service Representative in Ufone Telecom. Resolve customer complaints via phone and email. Take payment information and other pertinent information such as addresses and phone numbers. Utilize computer technology to handle high call volumes.

**SHARP**

**[OCT-2013 to JAN 2014] Mianwali, Pakistan**

**Clerk**

Worked as Clerk in Society for Human Rights and Prisoners Aid and got thorough experience of high-level work environment in Computer Troubleshooting, Finance Department. Major areas of experience were Provident Fund, Salary, House Rent, etc. of the large network of the organization.

**CYBERSOFT NORTH AMERICA INC**

**[JUN-2012 to SEP-2012] Lahore, Pakistan**

**Data Entry Clerk**

Worked as Data Entry Clerk in Cybersoft. Maintains data entry requirements by following data program techniques and procedures. Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Maintains operations by following policies and procedures; reporting needed changes.

**SUFFAH EDUCATION SYSTEM**

**[MAY-2011 to MAY 2012] Burewala, Pakistan**

**Computer Teacher**

Worked as Computer Teacher in Suffah Education School. Organize, maintain and manage class systems in proper working condition. Teach students and learners to use computers.

**QUALIFICATION**

[2016] Food Safety Dunkin’ Donuts University, KSA

[2015] Software Engineering (I.T) IPED- Institute Islamabad

[2014] Intermediate Multan (Private)

[2013] UNHCR 6 Course UNHCR The UN Refugee Agency

[2011] MCDST & MCITP Microsoft IT Academy

[2010] AutoCAD (2D,3D) Govt. BTM Community College

[2010] Diploma of Computer Science Govt. BTM Community College

[2010] Hardware of Computer Govt. BTM Community College

[2010] Microsoft Office Govt. BTM Community College

[2010] Matriculation Govt. M.C High School Burewala

**COMPUTATIONAL SKILLS**

* Computer Application for Business
* MikroTik Devices Configuration
* OPNsense & pfSense Configuration
* Networking & Sharing
* AI Tools
* Firewall Tools
* Collaboration and Communication Software
* Presentation Software
* Network Administrator
* Operation Systems (Windows, Android, iOS, Linux)
* Equipment Repairs
* Inspection of equipment and related materials
* Cloud Computing
* Computer diagnostics
* Web Designer (WordPress)
* Troubleshooting
* M.S Office (Word, Excel, Power Point)
* Accounting
* Graphic Design
* Hardware & Software Installation
* Writing Skills (Urdu + English + Arabic)
* Social Media Management
* Data Entry
* Digital Marketing

**LANGUAGES**

* English Advanced Level
* Arabic Intermediate Level
* Urdu Advanced Level
* Punjabi Advanced Level

**EXTRACURRICULAR ACTIVITIES**

* Update with new technologies
* Apply technologies to existing hobbies
* Join tech communities
* Find new ways for troubleshooting
* Photographing
* Social Work
* Badminton
* Writer

**PERSONAL INFORMATION**

Father’s Name: Farzand Ali

Date of Birth: 01 June, 1993

Nationality: Pakistan

Marital Status: Married

Religion: Islam

Passport No. WS1806773

**REFERENCES**

References will be furnished upon request.