



SYED ARHAM ALI

🇦🇪 Country of Stay: UAE

☎ +971 565799547

✉ asyedarham@gmail.com

PERSONAL INFORMATION:

Passport No.: GYS174021

Date of Birth: OCT 14, 1998

Marital Status: Unmarried

Nationality: Pakistani

Gender: Male

Religion: Islam

OBJECTIVE

I am a positive energetic and enthusiastic individual with good communication skills who enjoys variety of challenges and being an active team member

EDUCATION

- B.Com
University of Sindh
- HSC part I and II
Ghulam Hussain Hidayatullah College
Hyderabad
- SSC I and II
New Banat Higher secondary school Hyderabad

SKILLS

- Working on Oracle
- Working on Peachtree

DIPLOMAS

- 6 months certificate course of English works scholarship from US general Consulate Karachi
- 3 Years diploma (DAE) in Electrical from SBTE Karachi
- 6 months certification MS OFFICE fro

LANGUAGE

- ENGLISH
- URDU

ACTIVITIES

- Writing
- Volunteering
- Learning new languages
- Blogging
- Social media marketing
- Sports
- Traveling
- Reading

REFERENCE

- Will be furnished on demand

EXPERIENCE

✓ TELENOR (TELECOMMUNICATION COMPANY):

✓ **Accountant (Oct-19 – currently working)**

- o Responsibilities:
- o Managing accounts & tax returns
- o Managing payrolls
- o Controlling income & expenditures
- o Preparing financial report & budget
- o Handle monthly, quarterly & annual closings
- o Reconcile accounts payable & receivable
- o Ensure timely bank payments

✓ TELENOR (TELECOMMUNICATION COMPANY):

Sr. Customer Relation officer (Aug 18– 19September)

- o Responsibilities:
- o Analyzing customer complaint
- o Developing corrective strategies
- o creating and implementing customer retention campaigns
- o Training the service staff
- o Perform cost-benefit analysis for prospective customers and advise on appropriate purchase options

✓ BILAL FOOD PRODUCTS PVT LTD:

Team Leader (Sep 17 – Jul 18)

- o Responsibilities:
- o Responsible for overseeing all activities within a team
- o Monitoring team performance & report to management
- o Make sure to achieve monthly target
- o Delegate tasks & set orders deadline
- o Communicate with team about their performance

✓ RAINBOW HIGH TECH ENGINEERING COMPANY LTD.:

Quality Auditor (Nov 16 – Aug 17)

- o Responsibilities:
- o Identifying testing parameters for products
- o Assigning team members to quality audits
- o Documenting defects & recommendations for improvement
- o Preparing & presenting quality audit reports to senior management