



DIP 2 Dubai



055-2983475



mantharaliktt@gmail.com

OBJECTIVE

Seeking for the challenging growth oriented job where I can show my abilities with dedication and loyalty for the organization, brighten the dignity of Allah the most powerful and merciful.

MANTHAR ALI

EXPERIENCE

•Counter Assistant Office Assistant, Data Entry Operator

- Five Years Experience as Counter Assistant At Khaleej Travel & Tours Karachi Pakistan.
- One year Experience As Sales manager at Ayoon Al Zahara Electronic LLC. Dubai
- Three Year Experience as Cashier Supervisor at Asia hotel Larkana sindh Pakistan
- One year AS Security Guard in forever brave security Dubai

EDUCATION

Shah Abdul Latif University Khir pure Pakistan

- Bachelor Of ART 2020

COMMUNICATION

I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

PAROFESSIONEL QUALIFCATION

International Course Of Security & Safety Form Sira Dubai

Diploma in information technology from trade testing board Karachi Pakistan. 2012

REFRUNCE

Available upon request.