



DIP 2 Dubai



055-2983475



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## 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.

## PAROFESIONAL QUALIFCATION

**International Course Of Security & Safety Form Sira Dubai**

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

## REFRUNCE

Available upon request.