



# Samiya Ali

## Profile

Young professional and motivated, seeking an opportunity to work in well esteemed organization.

Energetic and eager to make meaningful contribution in accomplishing agreed company goals and objectives.

## Details

Sialkot

Pakistan

3491694596

[samiyazulfiqarali33@gmail.com](mailto:samiyazulfiqarali33@gmail.com)

## Skills

Ability to Work in a Team

Communication Skills

Microsoft Office

Adaptability

Customer Relations

Analytical Skills

Effective Time Management

## Languages

English

Urdu

## Hobbies

Reading

## Employment History

### Import assistant at Ali trading co Ltd , Sialkot

May 2019 — Present

As an import assistant I'm responsible for:

Daily correspondence with business partners, placing orders, following up and reviewing paperwork and documents to ensure shipping, handling, storage charges, and customs fees are billed correctly.

Regular correspondence with logistic provider, negotiating quotes, planning on various transport options.

Preparing documents in SAP such as purchase orders and landed cost.

Maintains a database that track shipments.

Processes claims on merchandise shortages and overages.

Performs other duties as assigned.

## Education

### B.S Accounts & Finance, Virtual university Pakistan , Sialkot

October 2015 — October 2020

Scored CGPA 3.01

Studies subjects like Investment analysis and portfolio management, management of financial institutions, Business and Labour Law, Total Quality Management Etc.

### MBA , University of Sialkot , Sialkot

October 2021 — June 2023

Scored 3.55 CGPA

Major subjects includes Financial Reporting & Analysis, Financial Institutions

## Internships

### Relationship manager at National bank Pakistan , Sialkot

January 2019 — May 2023