

Awais Ali

{Account Officer & Store Attendant}

Phone: +971568013062
Email: awaisali3048@gmail.com
Address: Dubai



Personal Detail:

- **Father Name:** Muhammad Ashraf
- **Date Of birth:** 18/11/1998
- **Language:** English, Urdu, Hindi
- **PAK Passport & Expiry:** AY1833711, March 23,2027

Educational Detail:

- **Government College University Faisalabad**
BS Mathematics 2018-2022
- **Government Graduate College Khurrianwala, Faisalabad**
FSC Pre Engineering 2016-2018
- **Government Higher Secondary School Khurrianwala, Faisalabad**
Matric with science 2014-2016

Skills & Expertise:

Expertise	Soft Skill
➤ Account Management	➤ Leadership Qualities
➤ Microsoft Office [MS Word, MS Excel, MS PowerPoint]	➤ Good Communication Skill
➤ Strong Numerical & Analytical Skills	➤ Problem Solving Skill
➤ Teaching	➤ Creativity

Experience:

Niagara Mills

Faisalabad, Pakistan

Account Officer

(Sept 2022-July 2023)

Niagara Mills is the pioneer and one of the largest manufacturer textile industry in Pakistan. It produces different types of cloth. Niagara Mills has strategically diversified its product portfolio in order to cater for the demand of the market.

Responsibilities and Duties:

- Responsible for the effective settlements of corporate payments on daily basis.
- Able to provide excellent customer service to corporate client/private client.
- Assigned to follow up the clients on their payments on time.
- Communicate with branches for any cheque / cash collection/delivery as per client request.
- Payment/collection received from dealers and parties as per instruction of Regional.

Hussain General Store

Faisalabad, Pakistan

Store Attendant:

(Feb 2016-Current)

- 7-year experience in General store. I work in my father General store.
- Excellent experience in purchasing and selling goods in market.
- Good Communication with customers.

Achievement:

- HEC Merit Based Scholarship 2018-2022
- Oxford English language Certificate (ELLT) 2023
- Diploma in Computer application (MS office, Inpage, Window, Internet, Typing)
- Organized Annual Dinner Department of Mathematics at Government College University Faisalabad 2022

Hobbies & Interests:

- Love to find out the solution of the problem
- Played cricket in university as a regular team member
- Reading Books

Reference:

Will be furnished on demand.