



GOHRAM ALI LIAQAT ALI

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PERSONAL DETAILS

- Date of Birth : 20/12/1995
- Marital Status : Married
- Nationality : Pakistan
- Passport : Pakistan -FJ1835301 : Emirates ID 784-19951610438-9
- Gender : Male

OBJECTIVE

I am experienced professional with a demonstrated history of working in Multinational companies. Excellent experience in Accounts and Finance Management, Managing the branch Operations. Proven track record in Customer service, Compliance, Cash handling and Branch Operations with strong commitment to excellence in delivering and increasing company revenue and profitability. My past record reflects of me as well-organised, goal oriented and highly motivated individual with a clear understanding of roles and responsibilities associated with my job. I have always been focused to be a valuable member of organization.

EDUCATION

- 2014 • **High School Education in Math&PHY**
The Punjab Group Of Colleges
A
- 2016-2019 • **Bachelors in Commerce**
National College of Business Administration and Economics Lahore Pakistan
3.35/4

EXPERIENCE

- 01-Oct-2022 - Present • **Service Officer/Teller**
GCC EXCHANGE AND Finance SHARJAH KING FAISAL BRANCH
As a Customer Service Executive/Teller my job responsibilities are to perform Branch Operations.

Cash Management:
 - Handle cash transactions, including receiving payments, providing change, and processing refunds accurately.
 - Ensure that all cash registers and cash handling equipment are properly maintained and secure.
 - Count and reconcile cash at the beginning and end of each shift, ensuring accuracy and completeness.
 - Monitor cash flow and recommend strategies for improving cash handling

procedures.

- Maintain accurate records of cash collection and ensure timely reporting.

Team Coordination:

- Collaborate with other departments, such as finance and operations, to streamline processes and resolve any financial discrepancies.
- Participate in training sessions for cashiers, sharing knowledge and best practices

Branch Operations:

- Customer registration and KYC as per Compliance rules and regulations
- WPS registration and processing
- Utility Payments
- Remittance Receiving and Sending by different service providers
- Documentation and filing.
- Month end logistics and reporting
- General entry of petty cash and other payment voucher

01-June
2021 -
30-June
2022

- **Accounts Executive**
Liven Pharmaceutical Private Ltd Lahore Pakistan
As a Accounts Executive my key Responsibilities are

Procurement for production department:

- Preparing Purchase Orders as per approved Material purchasing Request for different production and material department.
- Sending Purchase Orders with Payment CHQ to different Vendor's.
- Received material as per approved GRN and prepare the invoices.
- Entry the cleared payment cheque and reconcile the accounts with vendors.

Internal Material Stock Audit :

- Check and verified the inventory stock for different production department with the store kepeer as per ledger and available net stock position in Purchasing orders.

General Accounts :

- Monthly Expenses and petty cash accounts.
- Staff salaries distributing.

04-April-
2019 -
30-05-
2021

- **Sales and Operations**
Raffique Pharmacy and Medical Supplies
As Sales and Branch Operations my key responsibilities are

Customer Service:

- Greetings and welcome the customers
- Customer complaint and inquiries
- Answering phone calls

Purchase and Sales :

- Making Purchase Order for pharmacy to different distribution houses and pharma companies.
- Taking sales order from our whole sale customers
- Sufficient knowledge of different including pharma and consumer items.
- Visiting the customer places clinics and hospital for sales and business development.

Inventory Management:

- Improve the stock level and always checked the products expiry and sent the expiry Intimation to different vendors.

General Accounts :

- Handle the payable and recieveable accounts
- Expenses and petty cash funds
- Salaries
- Monthly revenue and expenses

LANGUAGES

- English
- Urdu

SKILLS

ORACLE ERP SAP 1- TELLY -
Microsoft Soft Application- Book
keeping- Exchange House
Operations software



Hard Working- Team Building-
Customer Service orininted



Time Management- Problem
Solving- Customer Relationship
Management- Organizational
Behavior- Sales and Business
Development -



INTERESTS

- Social Media and current Affairs -Historical books - Personality Development -Self Education

REFERENCE

- **Sukumar Sanjeva Devadega - GCC EXCHANGE SHARJAH KING FAISAL BRANCH**
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- **Dr Sadaqat Ali - Raffique Pharmacy and Medical Supplies**
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