

# Asad Ali

## Administration & Cashier

### PROFESSIONAL EXPERIENCE

Assistant Admin – M. Hafeez Ind. Pvt. Ltd.

10<sup>th</sup> August, 2020 to 2<sup>th</sup> September, 2023

#### DUTIES AND RESPONSIBILITIES:

- Coordinate office activities and operations
- Managing all Documentation
- Recruiting, hiring and training new and existing team
- Supervise administrative staff
- Vendor Management
- Participated in events, trainings and workshops
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Submit timely reports and prepare presentations
- Assist colleagues whenever necessary

Cashier– Metro Cash and Carry

5<sup>th</sup> September, 2018 to 1<sup>th</sup> August, 2020

#### DUTIES AND RESPONSIBILITIES:

- Welcoming customers, answering their questions, helping them locate items and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards or the purchase of specific items, such as alcohol or cigarettes.
- Maintaining a clean workspace.

### CONTACT INFORMATION

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Dubai, UAE

### PROFILE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

### EDUCATION

#### Secondary School Certificate - Pakistan

- Bachelor of Business Administration, UOS (University of Sargodha Lahore Campus), 2014-2018
- Intermediate Certification in (Science), Lahore Board, 2012-2014
- Secondary School Certification in Science, Lahore Board, 2007-2009

### COMPUTER SKILLS

Language Cert

Sabre, Amadeus

Microsoft Word.

Microsoft Excel.

Microsoft PowerPoint.

Email and Scheduling Microsoft Outlook.

PDF Creation: Adobe Acrobat.

### LANGUAGES

- English(Certified)
- Urdu
- Hindi
- Punjabi

### PERSONAL INFORMATION:

- Date of Birth: 21<sup>th</sup> March, 1994
- Nationality: Pakistani
- Marital Status: Single
- Passport No. AJ1834181
- Passport Expiry: 16<sup>th</sup> March, 2027
- Health Status: Perfect
- Visa Status: Visit Visa

### HOBBIES:

- Learning New Skills
- Health Fitness
- Travelling