



ALI

BUSINESS MANAGEMENT

ABOUT ME

I'm great at solving tough problems and finding practical solutions, especially in Business Management. I thrive in fast-changing environments and enjoy using my skills in planning, project management, marketing, and strategy to help businesses succeed. I'm excited about making a real difference and growing both personally and professionally in my career.

WORK EXPERIENCE

Prime oil and Ghee Mills

12/2022 - 02/2024

Admin Assistant

- Efficiently managed daily office operations, maintaining office supplies, organizing files, and implementing a new filing system that increased document retrieval efficiency
- Maintained accurate records by updating databases, entering data, and managing confidential documents.
- Provided administrative support to senior management, handling confidential and sensitive information with discretion.
- Processed invoices, managed petty cash, and assisted with basic bookkeeping tasks, contributing to budget management and financial reporting.
- Worked with different teams to improve communication and efficiency, and helped set up a new internal communication system.

Prime steel and re rolling mills

09/ 2022 - 11/2022

Management intern

- Consistently arrived on time, showcasing dedication to professional responsibilities and ensuring punctuality.
- Monitored transactional activities to identify mismatch and ensure compliance with financial protocols.
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence
- Participated in client meetings alongside management, contributing insights and gaining exposure to business operations.

World Wildlife Fund

11/2021 -12/ 2021

Social worker

- As an intern with WWF Pakistan focusing on recycling, forests, and freshwater, our duties might involve researching and promoting sustainable recycling practices.
- Conducting awareness campaigns on the importance of forest conservation, assisting with reforestation projects, conducting water quality assessments, participating in freshwater habitat restoration efforts.

CERTIFICATE

- Digital Marketing
- GEXPO Organizer
- Data Analytic
- Sales person at event

MY OBJECTIVE

- I see myself working in the Management or Marketing or operations department in the next five to 10 years. And I hope to see myself as a department manager someday.

CONTACT

☎ 0555-477133

✉ alibutt0904@gmail.com

📍 Sharjah - Samnan

EDUCATION

2019 - 2023

GIFT UNIVERSITY

- Bachelor of Business Administration

2017 - 2019

PUNJAB COLLEGE

- Intermediate in Commerce

2015 - 2017

DAR-E-ARQAM SCHOOL

- Matriculation

SKILLS

- Microsoft office
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Urdu
- Hindi
- Punjabi