



ALI QAISAR

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

Chase up

12/2022 - 02/2024

Cashier

- Processed cash, credit, and debit transactions accurately and efficiently.
- Managed daily cash register balances and prepared end-of-day financial reports.
- Provided excellent customer service, addressing customer inquiries and resolving issues.
- Ensured compliance with all store policies and relevant laws.
- Maintained a clean and organized checkout area.

Prime Steel

09/2022 - 10/2022

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.

Prime Oil

11/2020 - 07/2022

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.

CERTIFICATE

- Digital Marketing
- GEXPO Organizer
- Freelancing
- 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

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📍 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

- Customer Service
- Cash Management
- Problem Solving
- Time Management
- Ms office
- Organizational Skill
- Team Collaboration

LANGUAGES

- English
- Urdu
- Hindi
- Punjabi