

ALI QAISAR

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Gujranwal, Pakistan

SUMMARY

Motivated and detail-oriented professional with proven experience in accounting, cash handling, and administrative management. Proficient in financial record-keeping, reconciliation, and customer service, with expertise in streamlining daily operations to enhance organizational efficiency. Passionate about leveraging strong analytical and problem-solving skills to drive financial accuracy and operational excellence.

STRENGTHS AND EXPERTISE

Ms Office
Team Collaboration
Strategic Planning

Cash Management
Negotiation Skills
Time Management

Customer Relation
Communication
Operations Management

PROFESSIONAL EXPERIENCE

AL- Fateh

Cashier cum Accountant

November 2023 - Present

- Managed daily cash transactions, ensuring accuracy and proper documentation.
- Handled customer payments and maintained an organized record of sales and receipts.
- Performed bank reconciliations and prepared daily and monthly financial reports.
- Monitored cash flow and resolved discrepancies in cash and accounts.
- Assisted in preparing invoices, tracking expenses, and maintaining ledgers.
- Provided exceptional customer service while managing cash registers and accounting records.

Prime Steel and Re Rolling Mills Management Intern

September 2022 - October 2022

- 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 Wild Life Fund Internship

September 2021 - October 2021

- 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.

EDUCATION

Gift university

Bachelor of Science in Business Administration

Punjab College of Commerce

Intermediate in Commerce

Dar-e-Arqam School

Matriculation

CERTIFICATE

- Digital Marketing
- GEXPIO Organizer
- Event Organizer
- Freelancing

LANGUAGE

- English
- Urdu
- Punjabi