



# NAVEED ALI

☎ +971(50)9645205

✉ naveed.ali5194@gmail.com

📍 AL AMARDI STREET, AL AWEER 2, DUBAI. U.A.E

**Frontline Associate** equipped with extensive experience of Cash handlings, Inward and Outward Remittances, WPS and Corporate transactions with excellent team work according to an organizations guidelines. Employs excellent leadership, communications and computer skills with multi-tasking strengths. Demonstrated ability to meet and greet customers under work pressure.

## PERSONAL DETAILS

- **Nationality**  
PAKISTANI
- **Date Of Birth**  
05-04-1991
- **VISA Status**  
Resident
- **Driving License**  
Valid

## EDUCATION

### ❖ Bachelor of Business

#### Administration(Hons)

NORTHERN UNIVERSITY NOWSHERA

**2010 TO 2016**

### ❖ Federal Secondary School

#### Certificate(FSC)

BISE, MARDAN

**2009 TO 2010**

### ❖ MATRICULATION

BISE, MARDAN

**2007 TO 2008**

## LANGUAGES

- ✓ English
- ✓ Urdu
- ✓ Pashto
- ✓ Punjabi

## PROFESSIONAL EXPERIENCE

### LULU INTERNATIONAL EXCHANGE L.L.C

Front Line Associates

JUNE, 2022 TO PRESENT

- Ensuring local and foreign transactions are completed in an efficient manner with a high level of accuracy.
- Follow compliance procedures, company policies, and abides by all health and safety guidelines as per company standards.
- Executes foreign currency exchange transactions with integrity and maximizing company benefits.
- Developed and executed a comprehensive customer relationship strategy, resulting in an increase in company's revenue and the number of transactions.

### N.P COTTON MILLS LTD

Administrative Assistant

2018 TO 2021

- Providing support to managers and employees by assisting in daily office needs, and managing the company's general administrative activities.
- Handling office tasks, such as filling, generating reports and presentations, setting up for meetings, and reordering supplies.
- Maintain polite and professional communication via phone and emails with respective clients.
- Maintain check and balance of inventory supplies.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a digital and physical filing system.
- Perform other administrative tasks as required.

## Professional Skills

- Microsoft Office
- Revenue Generation
- Leadership
- Time Management
- Self Motivation
- Business Development
- Result Oriented