

Ali Hassan



ABOUT ME

D.O.B.: 15th Nov, 2004

Sex: Male

Nationality: Pakistan

Religion: Islam

CNIC # 36502-4177353-1



PROFILE

A creative, hardworking and enthusiastic person with 9 months of diverse range of administrative and customer services experience. Outgoing with strong and effective organizational and communication skills. Good team player and able to use own initiative to achieve objectives. Versatile and learns new tasks/skills quickly.



CAREER OBJECTIVE

I am looking to work in a progressive organization where sky is the unlimited and growth is the direct factor of performance.



CONTACT ME



+92 3184718572



Rana.ali11swl@gmail.com



Address: Arif Road Faisal
Colony Javed Block, St 4,
House 3, Sahiwal, Punjab,
Pakistan.



WORK EXPERIENCE

Employer: Euro Cars London.

Designation: Customer Services and Controller

From: April 2022 to till date

Responsibilities:

Provided basic technical support for clients on a wide range of company products, resolving issues at a 90% rate.

Remained courteous and calm, even during moments of customer dissatisfaction.

Manage the company's profile, statics.

Maintains accounting controls by preparing and recommending policies and procedures.

Recommends financial actions by analyzing accounting options



EDUCATION

Matriculation (Science Group)

2019

(Board of Intermediate Secondary Education, Sahiwal, Punjab, Pakistan)

Intermediate (FSC)

2021

(Board of intermediate and Secondary Education, Sahiwal, Punjab, Pakistan)

Graduation BS C.S

- Continue

(University of Sargodha, Sargodha, Punjab, Pakistan)



SKILLS

TECHNICAL & PROFESSIONAL SKILLS

- Self-confident Integrity.
- Market Research.
- Advance Negotiation Skills.
- Aptitude to generate new ideas.
- Aptitude to motivate team to work for shared goals.
- Highly adaptable personality.
- Strong Presentation Skill.

Computer skills:

- MS Office
- Internet Browsing

PERSONAL SKILLS

- **Communication:** Being able to listen/ talk to people in a manner a constructive manner.
- **Interpersonal:** The way to relate and interact with others.
- **Problem Solving:** Being able to offer solutions to problems.
- **Leadership:** Being able to take responsibility, lead, mentor others.
- **Organisation:** Being able to meet deadlines, plan and schedule tasks, etc.
- Persistent and Hardworking
- Result & motivation Oriented
- Pleasing Personality, positive attitude
- Profound ability to work well in a team
- Good communication skill



Abilities& Strengths

- **Working Condition:** Works for extended periods of time in a fast paced.
- **Languages:** Punjabi, Urdu & English; able to communicate with team members and staff.



Other Activities

- Travelling
- Listening Music and Watching Movies.