



# Rizwan Ali

## CONTACT

- Sukkur, Sindh, Pakistan.  
65020
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## SKILLS

- HTML
- CSS
- Data management
- Customer service
- Online research
- Virtual assistance
- Business administration
- Database administration
- Social media account management
- Data Entry
- Microsoft Office proficiency
- Canva
- Client relationship handling

## LANGUAGES

English:	<div style="width: 80%; background-color: #0070C0; height: 10px;"></div> C1
Advanced	<div style="width: 100%; background-color: #D9E1F2; height: 10px;"></div>
Urdu:	<div style="width: 70%; background-color: #0070C0; height: 10px;"></div> C2
Proficient	<div style="width: 100%; background-color: #D9E1F2; height: 10px;"></div>

## EXPERIENCE

- Upwork - Freelancer - Remote Job - Sukkur, Pakistan**  
01/2023 - I currently work here
- Entered, organised, and maintained accurate data in spreadsheets, CRMs, and databases.
  - Provided virtual assistance including email management, scheduling, and online research.
  - Handled bookkeeping tasks: transaction recording, account reconciliation, and expense tracking.
  - Prepared reports, documents, and financial summaries for client projects.

## Sales and Marketing Intern

Suzuki Sukkur Motors - Sukkur, Pakistan

- 06/2025 - 07/2025
- Created customer awareness of goods, services and special promotions with creative advertising strategies.

## EDUCATION

- 08/2025 - Current  
**Modern Web & App Development Web & App Development**  
Saylani Mass I.T. Training - Sukkur, Pakistan

- 01/2023 - Current  
**Bachelor of Business Administration Business**  
Shah Abdul Latif University Khairpur - Khairpur, Pakistan

- 01/2021 - 12/2022  
**Intermediate Pre Medical**  
Govt: Islamia Science college sukkur - Sukkur, Pakistan

- 01/2017 - 01/2019  
**Metric Science**  
Govt: Boys High School Babarloi - Khairpur, Pakistan