



Rizwan Ali

CONTACT



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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: C1

Advanced

Urdu: C2

Proficient

EXPERIENCE

Data Entry, Virtual Assistant, Bookkeeping

Upwork - Freelancer - Remote Job - Sukkur, Pakistan

- 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

- 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