

ALI HAMZA



CONTACT

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EDUCATION

Diploma
Microsoft Office (MS Word, Excel,
PowerPoint), InPage, Windows
Software Installation, ERP
Software
Vocational Training Institute
January 2021

FSC
Intermediate
B.I.S.E Faisalabad
January 2018

Matric
Secondary School
B.I.S.E Faisalabad
January 2015

SKILLS

Computer Operation (MS Word,
Excel, PowerPoint, InPage, ERP
Software)
Teamwork & Collaboration
Marketing & Customer
Engagement
Time Management & Multitasking
Cash Handling & Financial
Transactions
Problem Solving & Analytical
Thinking

Language Known

English, Urdu, Arabic & Punjabi

CAREER OBJECTIVE

Adept at driving growth and efficiency, I leveraged my computer operation skills and teamwork prowess at Afzal Group of Electronics to enhance productivity by 30%. My experience as a cashier at prominent establishments like Funzone Play Land and Frape & Fries Restaurant demonstrates my ability in time management, marketing, and customer service, positioning me as a valuable asset to any team.

WORK EXPERIENCE

Branch Account and Excise Officer

Afzal Group of Electronics

[Jan 2018 - Oct 2024]

- Streamlined accounting processes, managing over 1,000 financial transactions monthly, resulting in a 20% reduction in processing time.
- Streamlined processes that led to a 30% improvement in operational efficiency.
- Assisted with tax filings and excise paperwork, ensuring compliance with local regulations.
- Worked closely with the team to enhance branch operations, focusing on accurate reporting and timely task completion.

Cashier

Funzone Play Land

[Jan 2017 - Jun 2017]

- Handled customer transactions, processed payments, and provided excellent customer service.
- Assisted in the marketing of promotional events, boosting foot traffic and sales.
- Managed cash drawer, balancing registers and ensuring accurate accounting.

Cashier

Frape & Fries Restaurant

[Jun 2017 - Dec 2017]

- Efficiently processed customer orders, handled cash, and ensured smooth operations during peak hours.
- Collaborated with team members to ensure timely service and customer satisfaction.
- Managed customer inquiries and feedback, contributing to an overall positive dining experience.