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ALI HUZAIFA

**(ASSISTANT MANAGER OPERATION/ACCOUNTANT)**



**PROFILE:**

SEEKING A FULL TIME MANAGEMENT POSITION WITH A DYNAMIC,DIVERSE COMPANY THAT WILL EMPLOY MY KNOWLEDGE,EXPERIENCE,AND LEADERSHIP ABILITIES,AFFORDING ME THE OPPORTUNITY TO CONTRIBUTE TO THE OVERALL SUCSSES OF THE ORAGANIZATION.

**EDUCATION:**

CONTINUE: MASTERS IN ADMINISTRATIVE SCIENCES (ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD)

* 2019: BACHELOR OF SCIENCE (BSC) (SINDH UNIVERSITY JAMSHORO)
* 2016: HSC IN PRE-ENGINEERING (BISE HYDERABAD)
* 2014: SSC IN SCIENCE (BISE HYDERABAD)

# WORK EXPERIENCE:

## ONE NETWORK PVT Ltd. (NOV 2020 - Present)

**( COSTUMER SUPPORT REPRESANTATIVE)**

**Responsibilities:**

* + Coordinating day to day operation.
  + Ensuring that company guidelines are followed.
  + Setting up and organizing schedule.
  + Maintaining a safe and clean work environment.
  + Try to solve costumer issue.

## Frontier works organization. (MAY 2019 – MARCH 2021)

**(ACCOUNTS OFFICER)**

**Responsibilities:**

* + Accounts receivable
  + Accounts payable.
  + Payroll.
  + Financial control.
  + Financial reporting.

## REX (PVT) Ltd. (MARCH 2016 – APRIL 2019)

**(ADMIN/ACCOUNTS OFFICER)**

**Responsibilities:**

* + Organizing
  + Managing resources
  + Financial Controlling
  + Budgeting
  + Financial reporting
  + Accounts receivable and payable

## Skills related to experiance:

* MS OFFICE
* MS EXCEL
* FINANCIAL REPORTING

# PROFESSIONAL SKILLS:

* + Ability to Manage Projects
  + Advanced Wirtten and Verbal communication skills
  + Analytical thinking
  + Ability to work under pressure
  + Meeting Deadlines
  + Time Management
  + Team Management
  + Decision Making

# INTRESTS AND OTHER SKILLS:

* + Ready to learn new thing.
  + Good in management.

**LANGUAGES:**

* + English
  + Urdu
  + Sindhi