



Gulzar Ali

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Gender: Male **Date of birth:** 08/01/2002 **Nationality:** Pakistani

ABOUT ME

Bachelor's degree program in Business Administration in the field Human Resource Management, have Strong interest in pursuing a career in HR, excellent written and verbal communication skills proficient in MS Office Suite, detail-oriented with strong organizational skills • Ability to multi-task and prioritize tasks effectively, self-motivated and eager to learn, ability to maintain confidentiality and handle sensitive information

EDUCATION AND TRAINING

Business Administration (Human resources Management)

Shaheed benazir Bhutto university shaheed benazir abad <https://www.sbbusba.edu.pk/>

City: NawabShah | **Country:** Pakistan |

WORK EXPERIENCE

[2019 – 2022]

General Manager

Ayan Beverage Pepsi Cola

City: KhairpurMirs | **Country:** Pakistan

Managing Records of Stocks

Market Analysis and Customer Credit Records

Cash flow maintenance

Inventory Management

HR/Supply Chain Internship

Patient's Aid Foundation JPMC Karachi Sindh

City: Karachi | **Country:** Pakistan

Maintain Records Supply Chain department and Procurement processes like Purchase Order, purchase Requisition, GRN and Management of Stationary work.

CERTIFICATION COURSES

Diploma in Financial Accounting. (NAVTTTC)

E-commerce Management.(Digiskills)

Soft skills and Communication.(Digiskills)

Supply Chain management. (GREAT LEARNING)

Leadership and Management.(GREAT LEARNING)

Operation Management. (GREAT LEARNING)

Project Management (GREAT LEARNING)

Excel and Power Point (GREAT LEARNING)

DIGITAL SKILLS

My Digital Skills

Microsoft Office (Word , Excel and Power Point) | PeachTree Accounting | E-Commerce Management

CONFERENCES AND SEMINARS

Attending National Youth Conference (NYC)2023.

Attending And Participating in Capacity building program 2024.

United Nations sustainable development goals and to encourage youth to take action(Movers Workshops).

SEEBA- SYNERGY LEADING TO INNOVATION EXPO 2024.

Panel Discussion "Enhancing Individual's will power"SBBU SBA 2024

HOBBIES

Reading Books

Playing Games like badminton etc.

Watching Films and Documentaries.

Travelling

LANGUAGE SKILLS

Mother tongue(s): Sindhi , Urdu **Other language(s):** English