

Ghayaz Ali

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Passport No : ZV1808432

Passport Expire : 25 DEC 2024

Visa status : VISIT VISA

Visa Expire : 26NOV2021 To 26DEC2021



Objective:

I'm A culturally aware business strategist, within forward thinking, predict opportunities, manage change, and build consensus across multiple organizational levels. Recognized for excellence in sourcing and marketing, effective at optimizing costs while maintaining quality and service

Professional Experience:

GARNIER Company

Designation: Officer

Duration: 2020 to 2021

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Professional Experience:**Organization: Pakistan Tobacco****Duration: Aug 2018-Apr 2020****TEAM LEADER**

- Team leaders are responsible for training team members, setting strategy and monitoring progress towards goals.
- Good leaders should have strong communication,
- Problem solving, organizational and delegation skills.
- Team leaders can typically grow into managers and eventually senior leadership.

Hotel Ayla (AL AIN)**Designation: BARISTA****Duration: 2017 to 2018**

Roles Including:

- Preparing and serving hot and cold drinks such as coffee, tea, artisan and specialty beverages.
- Cleaning and sanitizing work areas, utensils and equipment
- Cleaning service and seating areas
- Describing menu items and suggesting products to customers
- Servicing customers and taking orders
- Ordering, receiving and distributing stock supplies
- Receiving and processing customer payments

QUALIFICATION:**BACHELOR FROM UNIVERSITY OF PESHAWAR PAKISTAN YEAR 2015.****Skills:**

- MS Office (MSWord, Excel, PowerPoint).
- Photos cape/ Adobe Photoshop
- Internet browsing and Email.

- Data Entry
- Record/ file maintaining
- Maintained manual & Computerized record
- handing of cash receipts & payments
- preparation of vouchers
- communication & Presentation
- good communication skills
- effectively work & team management
- Quick learner & hardworking
- Hard working

Languages:

Urdu ,Pashto, English , Hindi ,Punjabi

PERSONAL INFORMATION

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