

Ali Zain

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SUMMARY

To Work in a Challenging Organization That Greatly Enhances My Learning Skills by Providing Me a Highly Competitive Professional Environment and Gives Me a Sense of Achievement with Growth Opportunities.

EXPERIENCE

Honda Trader's Lahore, Pakistan

Sales and Marketing Officer

June 2022 – March 2023

- Preparing monthly and annual Sales
- Corporate document maintenance
- Bike cost calculations
- Processing employee expenses
- Costing for projects
- Data gathering
- Receiving and storing invoices
- Using digital systems to keep records and create payments

ZAIB JEWELRY STORE LAHORE, Pakistan

APRIL 2021 – APRIL 2022

SOCIAL MEDIA ADMINISTRATOR

- Dealing with staff, customers and supplier queries by phone, e-mail and letter
- Assisting with staff
- Daily maintenance of social media
- Issue of Delivery of products
- Analysis and Update Stock of products on social media

EDUCATION

BACHELOR DEGREE OF SCIENCE IN INFORMATION TECHNOLOGY, December 2021

Government College and University of Faisalabad, Pakistan

INTERMEDIATE OF COMPUTER SCIENCE AND PHYSICS, September 2017

Government college of Gulberg Lahore, Pakistan

MATRICULATION IN SCIENCE, September 2015

H,Q School System Lahore, Pakistan

ADDITIONAL

Technical:

MS Excel, MS Word, Networking, Basic Windows Troubleshooting,

Languages:

English IELTS Certified, Urdu

PERSONAL DETAILS

Date of Birth: - 26 July 1998

Visa Status: - Visit Visa