

Gohram Ali



📍 United Arab Emirates Dubai

☎ +971524904607

✉ aligohram0@gmail.com

👤 12/20/1995

ABOUT ME

I am very hard working talented person in my work. I am truly a humble simple personality very easy to communicate and Loyal to job and work. I have almost 7 - 8 years experience in Multinational and national companies where I learn many skills and knowledge. I have an excellent academics background. I am looking for an great opportunity to where I prove my self, learn more skills from my seniors and my first priority is to be loyal and honest with my Job and take my career towards more success.

OBJECTIVE

I am very Passionate dedicated person in my work. My only objective of my career and life is work honestly with full of loyalty give my one hundred percent to a company where I work and I want to be an asset of company

LANGUAGE

- English
- Urdu
- Punjabi
- Hindi Basic
- Arabic Basic

SKILLS

- SAP(ERP)
- Product Development and Sales
- Customer Services and communication
- Microsoft Office
- ORACLE ERP
- Time Management
- Problem Solving
- Office Management
- Fast learner and motivated
- Organizational Behavior
- Team Management

MY STRENGTHS

EDUCATION

- ✓ **Continue**
Virtual University of Pakistan
Master's in Business Administration
- ✓ **2016-2019**
National College of Business Administration and Economics
Bachelor's in Commarce and Business Administration
Management Studies
3.35/4
- ✓ **2010-2014**
The Punjab Group of Colleges
HSSC
A

EXPERIENCE

- ➔ **September 2022 - Present**
Branch Operations Coordinator/Teller
GCC Exchange King Faisal Branch Sharjah, UAE
GCC Exchange working with all over the branches in UAE as well as in other Countries Providing Financial services to individuals and corporate customer
My Key Responsibilities are
 - **Providing Financial Services and information to Individuals and Corporate Customers**
 - **Dealing in FC with Corporate and Individual Customer**
 - **Daily Update the rates to our customers**
 - **Posting checque entries**
 - **Sales and Marketing the products**
 - **Remittances Transfer inside and outside of the country through different chanel's like express money, western union,Transfast ,Bank TT**
 - **Wage Protection System WPS for Large and small scale companies**
 - **Complete Registration Procedure with rules and regulations and requirements**
 - **Making Payrolls for different staff for the companies**
 - **Promoting Products for different Cooridor of nationality**
 - **Follow AML and CFT Policies for different kind of transaction**
 - **Customer Registration**
 - **Filling and Documenting**
 - **Sending Emails to different department for the concern issues**
 - **Answering the Inquiry's**
 - **Registration of new customer with rules and regulations**

- Excellent Customer Service and communication Administration Give my maximum to gain the customers loyalty. Hard working Very fast learner Work under pressure more efficient Honest with my Job Strong Nerves Never afraid of failure Work until the target not achieved

INTERESTS

- Social Media and News
- Current Affairs
- Search the Market for growth
- Reading History
- Learn Business Tricks and Rules
- Read the books to grow my mind
- Business personalities and their success stories
- Movies and Music

REFERENCE

- Reference will be furnished on demand
- none
none

THANK YOU FOR YOUR

→ July 2021 - June 2022

Assistant Operations Executive

Paragon Exchange Pvt Ltd Pakistan Lahore Head Office

My key Responsibilities are

- Assist in Office operation
- Remittances
- Deals and settlements as per agreed term and condition
- Assist in Accounts
- Post entries in general ledgers
- Expenses and revenue valuation

→ Jan 2020 - June 2021

Purchasing Accounts Executive

Liven pharmaceuticals Pakistan Private Ltd

My key Responsibilities are

- As a Purchasing Accounts Executive my work is to prepare and handle all accounts Material purchase for different production department including Raw Material, Packing Material and other factory overhead expenses
- Preparing Material Requisition from production department and send for approval toward the internal heads.
- Preparing Purchase Order as per approved Material rates and taxes and post and email with the advance payment or cheque.
- Preparing Material received notes with batch number
- Preparing Invoices as per approved GRN and posting in Accounts after the approval
- Filing and Documenting
- Entry the cheque payment in system
- Reconcile account with vendor
- Preparing office and factory petty cash and expenses and posting in Accounts
- Present day to day report to the Head Accounts and internal stock holders
- Inter linked with Store keeper and production department in charge for the inventory stock position and audit
- Do internal audit after every month for different production department and Material store
- Cross check and verify the store keeper entries in ledger books
- Preparing the internal Material audit report
- Staff salaries and cheque posting and maintaining accounts with head accountant.

→ January 2016 - December 2019

Branch operations Coordinator

Raffique Pharmacy and Bismillah Veterinary Clinic

Raffique Pharmacy & Bismillah Veterinary Clinics And Veterinary deals Medicine in wholesale and Retail.

worked Branch Operations Coordinator

My key responsibilities are

- Sales Pharmaceutical Product's
- Take order from customers on phone calls and Whatsapp group
- Welcome Customer in Pharmacy fulfill their needs
- Reordering the inventory
- Make the ordering inventory sheet
- Contact with all vendors for related issues and pre inventory
- Maintain the shelves
- Ensure the Racks are full of products
- Provide customer support and services

ACHIEVEMENTS & AWARDS

- ✓ Top 3 Student of the year award in Academics at National College of Business Administration and Economics Lahore, Pakistan
- ✓ Best employee of the year 2021 award at Levin Pharma Private Ltd