

# ALI HUSNAIN RAZA

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**Address:** VPO Raikay, Tehsil Phalia, District Mandi Bahauddin, Punjab, Pakistan.

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## Objective:

Seeking a challenging position in the progressive and dynamic world so as to utilize my skills for organization and individual growth.

## Academics:

- **Bachelors in Commerce (2020)**  
University Of Punjab, Pakistan.
- **Introduction To Commerce (2018)**  
Superior Group of Colleges Mandi Bahaudin, Pakistan.
- **Matriculation Science (2016)**  
Govt. Islamia High School Phalia Pakistan.
- **Diploma in Office Management**  
Tevta, Punjab, Pakistan.

## Experience and Descriptions

- Currently working in “**Ravi Exchange Company (Pvt)Ltd**” as “**Teller**” at Phalia (M.B.DIN) Branch.
- Handle and control cash including foreign currency transactions.
- Having experience of **Western Union, Ria & Money Gram** payments inwards and outwards.
- Be able to work under pressure and be ready to achieve a high level of efficiency and effectiveness for maximum customer satisfaction.

## Distinctions:

- Getting certificate for being the proctor at the college.
- Got Student Talent award from Aspire College Competition.

## Computer Skills:

- Skills in Microsoft Word, Excel and power point.
- Operating System, Window 7, 8, 10 & 11.
- Excellent Computer typing

- Good Presentation Skills on Multimedia.

## **Interests/Hobbies:**

- News Paper Reading
- Watching Documentary Movies
- Web searching of Interesting Phenomenon, New advances in the field of science and technology.

## **Communication Skills:**

- Aptitude in English, Urdu and Punjabi.
- Have a Good and Modern Presentation Style.
- Have an Effective group Leader Skills.

## **Personal Information:**

**Domicile:** Mandi Bahauddin

**Religion:** Islam

**Nationality:** Pakistani

**Date of birth:** 14/08/1998

**Marital Status:** Single

**CNIC #:** 34403-8588702-9

**References and all necessary documents will be provided on demand**