CONTACT

Ali Raza

- Muhallah Inayat Shahi Near Madni Mosque Taxila District Rawalpindi
- +92 310 5814396
- @ alraza51013@gmail.com

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

2018 - 2021

- **Assistant Manager**
  Zaid zal Hussain Group of Companies (Saudi Arabia)
  I worked overseeing daily operations, managing staff, and assisting with strategic initiatives, often handle administrative tasks, train new employees, and provide customer service.

2022 - 2024

- **Back office support / Sales Team Leader**
  Stone House Telecom L.L.C(United Arab Emirates Dubai)
  I worked typically encompasses a variety of administrative and clerical tasks that support the overall operations of a company, often without direct customer interaction. Include data entry, record-keeping, reporting, and coordination with other departments to ensure smooth operations.

2024 - 2025

- **Chauffeur Driver**
  Awesome Drive Transport LLC(united Arab Emirates Dubai)

  I worked Transports clients safely and punctually while providing high-level customer service. responsibilities include driving, vehicle maintenance, assisting with luggage, and ensuring passenger comfort and safety. I have a clean driving record, a valid license, excellent communication skills, strong knowledge of routes, and a professional appearance.

EDUCATION

2013

- **Cantt Public school taxila Cantt**
  Matric Heigh School
  B

2014

- **Pof computer Institude**
  Office Automation
  A

SKILLS

- Sales Team leader
- Office Automation
- Driver
- Team leader
- Office Support staff
- Assistant Manager

INTERESTS

- Traveling
- Achive Targets
- Search on New projects.

LANGUAGES

- English
- Arabic
- Urdu
- Hindi

PERSONAL DETAILS

- Date of Birth : 24/01/1995
- Marital Status : Married
- Nationality : Pakistani
- Religion : Islam
- Passport : MJ9890303
- Gender : Male

- Driving Licence : Light Vehicle #3 Dubai and Pakistani Licence
- ID Card# : 37406-3906030-7