Huzaifa Ali

0311-2323385 | huzaifakk292@gmail.com | Liaquatabad, Karachi

Professional Summary

Results-oriented Manager and Accountant with 7 years of experience in retail operations, financial record-keeping and customer relations. Proven ability to manage cash flow, process payments accurately and lead day-to-day business operations. Proficient in MS Office and social media management. Currently pursuing a BBA and seeking a role where I can apply my management and accounting expertise to contribute to organizational growth.

Education

- **Bachelor of Business Administration (BBA)**, Federal Urdu University (currently enrolled)
- Islamia College
- Amir Ahmed Academy
- YEN Academy School

Professional Experience

Manager, Boutique, Bahadrabad, Karachi (7 years)

- Oversaw daily boutique operations, including staff coordination and customer service standards
- Maintained accounts and records, and handled cash and payment transactions accurately
- Built and maintained strong customer relationships to support repeat sales
- Managed the boutique's social media accounts to promote products and attract customers

Call Centre Agent (Dialer / Sales Representative), 2018 (1 year)

- Handled high-volume outbound and customer calls with professionalism
- Promoted products and services as a sales representative and resolved customer queries

Skills

Area	Skills
Management	Business and team management, customer dealing, operations
Accounting	Bookkeeping, financial records, 7 years of practical experience
Cashier and Payments	Cash handling, payment processing and management
Digital	Social media management
Office Tools	MS Office (Excel, PowerPoint, Word), fast and accurate typing
Languages	English

Personal Information

- Date of Birth: 23 August 2003
- Address: 69/42 B, Liaquatabad, Karachi
- Phone: 0311-2323385
- Email: huzaifakk292@gmail.com