

# SHAHZAIB ALI

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## PROFESSIONAL SUMMARY

Detail-oriented and adaptable professional with experience in data entry, documentation, and e-commerce store management. Skilled in banking support, record management, customer service, and basic accounting tasks. Quick learner with strong organizational skills, capable of handling multiple responsibilities with accuracy and efficiency in fast-paced environments.

### Top Achievements:

- Assisted in maintaining financial records, invoice processing, and data entry for banking and accounting operations, ensuring 100% accuracy and confidentiality.
- Supported daily cash handling, expense tracking, and reconciliation tasks to maintain organized and accurate financial records.
- Demonstrated adaptability and quick learning, completing data entry and documentation tasks error-free, while also pursuing a **Soft Skills Certification** to enhance communication and teamwork.

## CORE COMPETENCIES

- Data Entry & Record Management
- Customer & Administrative
- Inventory & Accounting Assistance
- Banking & Administrative
- QA Manual Testing
- Documentation & Reporting Accuracy
- Strong Communication & Team Collaboration
- Video Editor
- Word-Press Developer
- Quick Learner & Adaptable

## WORK EXPERIENCE

### E-commerce & Management

2025

#### Worked with international clients and support services

Assisted business owner in financial management, including cash handling, invoice processing, and expense tracking. Managed inventory, stock control, and warehouse operations. Handled e-commerce store operations, including product listings, order processing, and customer service.

- Managed eBay and Wal-Mart stores with **95% client satisfaction** through accurate listings and on-time order handling.
- Handled financial tasks including cash management, invoices, and basic bookkeeping.
- Performed data entry and documentation, ensuring error-free records and timely reporting.

### Sales & Operations Management

2023

#### Falcon Movers

Coordinated sales and client communication, maintaining accurate records of inquiries, quotations, and orders. Assisted with invoices, receipts, and expense tracking, ensuring proper documentation. Supported operations with scheduling, logistics, and reporting to ensure smooth business processes.

- Maintained and updated customer and sales records with accuracy and confidentiality.
- Assisted in invoice preparation and basic financial tasks supporting accounts operations.
- Coordinated scheduling and logistics with operations team to improve efficiency.

## EDUCATION

### Bachelor's in CS

09/2021 - 07/2025

#### Agriculture University, Faisalabad

- Computer Science

### Intermediate

04/2019 - 05/2021

#### Superior College, Mian Channu

- Pre-engineering

INTERNSHIP

<b>Cyborg Solutions</b> <ul style="list-style-type: none"><li>• Word-Press Developer</li><li>• Data Entry</li></ul>	<b>04/2025</b>
<b>Al-Kareem Software</b> <ul style="list-style-type: none"><li>• Ecommerce</li><li>• Management operations</li></ul>	<b>06/2024</b>

CERTIFICATES

<b>Cyborg Solutions</b> <ul style="list-style-type: none"><li>• Word-Press</li><li>• Soft- Skills</li></ul>	<b>03/2025</b>
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