

Rana Ali Hafeez



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☎ 03187396579

📍 Raza Residency malir city karachi

📅 21/10/1997

👤 Single

🎓 EDUCATION

Bachelor of Commerce

Karachi university
Karachi, Pakistan

Diploma in Business Administration

Sindh Board Technical Education
Karachi, Pakistan

🧠 SKILLS

- Typing
- Computer Skills
- Self-Motivated
- WordPress
- Data Entry
- Market Research
- Communication
- Customer Engagement
- Illustration

📁 PROFESSIONAL EXPERIENCE

One Tick Shop

Entrepreneur

07/2023 – present | Karachi, Pakistan

Pioneered the establishment of an online business with an exclusive focus on beauty, home, and toy products, translating vision into reality. • Conducted comprehensive market research and data analysis to discern consumer trends and preferences, enabling the creation of a diverse and premium product selection. • Engineered and executed customer-centric strategies that consistently garnered high levels of customer satisfaction, elevating the shopping experience. • Cultivated strong relationships with suppliers and vendors, ensuring a seamless supply chain and optimized order fulfillment. • Exhibited nimbleness in adapting product offerings in response to ever-evolving market dynamics, staying ahead of industry trends

Syed Marketing & Construction Company

Accounts Assistant

01/2021 – 03/2022 | Karachi, Pakistan

Demonstrated meticulousness in managing and updating complex expense reports, ensuring precision and accuracy. • Spearheaded the development of efficient filing systems that streamlined document retrieval and organization. • Played a pivotal role in preparing essential financial statements, contributing to informed decision-making. • Collaborated cross-functionally to identify cost-effective office supply sources, driving operational efficiency. • Displayed versatility in swiftly adapting to the demands of the construction industry, expanding skill set.

EARTH LINK (Canadian Duct Cleaning Campaign)

- Sales Executive

08/2020 – 11/2020 | Karachi, Pakistan

Skillfully managed high-volume inbound and outbound call operations, demonstrating exceptional communication prowess and time management. • Enhanced customer interactions through refined communication scripts, ensuring consistent and empathetic engagement. • Leveraged in-depth research skills to provide accurate and informed solutions to customer inquiries, bolstering satisfaction. • Seamlessly identified opportunities for upselling, effectively contributing to increased sales revenue. • Exhibited resilience and adaptability in a fast-paced sales environment, consistently achieving targets.

TCS

Freelancer/Data Entry Operator

07/2018 – 08/2020 | Karachi, Pakistan

- Exemplified unwavering attention to detail in accurately inputting customer data, maintaining data integrity.
- Reviewed and rectified discrepancies within source data, elevating the quality and reliability of the input.
- Collaborated closely with team members to optimize data entry processes, streamlining workflows and enhancing efficiency.



CERTIFICATES

- Attained Computer Certification from Govt. Institute.
- Successfully completed UI Graphic Designing course online.