



## Ali Naveed Baig

### Objective

Obtain a responsible and challenging position within your company that will allow me to learn new technologies and skills while utilizing my previous experiences to improve beyond my abilities currently, and also to build a strong business relationship with the company and clients and exceed expectations to excel within the company.

### EDUCATION

**A Bachelor of Commerce**  
Global Learning Centre FZC, Ajman  
United Arab Emirates  
07/2012 - 12/2014

**I.COM (COMMERCE)**  
Pakistan Islamia Higher Secondary  
School, Sharjah United Arab Emirates  
07/2010 - 07/2012

**Higher Secondary**  
Pakistan Islamia Higher Secondary  
School, Sharjah United Arab Emirates  
04/1996 - 04/2010

### Contact Details

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## PROFESSIONAL EXPERIENCE

Graphic designer  
Freelancer  
UNITED ARAB EMIRATES (Sharjah)

Jan-2021-Present

- The ability to tell stories through motion graphic
- Extensive knowledge of cinema 4d
- Knowledge of 3d design including modeling and texturing.
- Lighting, monograph and animation.
- The ability to thrive in a fast-paced, deadline driven environment
- Excellent knowledge of design principles and techniques such as color theory and layout.
- Good eye for tasteful, considered design
- Design exhibition booth
- Provide the wanted drawings as required by the marketing team
- Deliver a clear message by 4d drawing for the clients.
- Communicate with clients to ensure that their vision and goals are incorporated into final product.
- Develop and maintain relationships with clients, freelancers and vendors as necessary to ensure successful project completion.
- Design products

Store keeper  
Emirates Public Transport & Service Company  
UNITED ARAB EMIRATES (Sharjah)

Jan-2017-Present

- Maintaining shelves
- Counting Stock
- Monitors and maintains current inventory levels
- Issuing spare parts
- Assist store employees in displaying products in a way that makes them easy to find.
- Managing and training store staff.
- Receiving and checking the items as per the invoices
- Filing LSO'S
- Filling files
- Daily stock checking
- Making LOCAL PURCHASE ORDER (LPO)
- Making GOODS RECEIVED NOTE (GRN)
- Making payment request
- Provide materials counter assistance
- Assets management
- Responsible for the preparation of work orders for equipment repairs
- Maintain receipts, records
- Receive, unload, and shelve supplies
- Assist with managing office supplies
- Inspect deliveries for damage or discrepancies
- Store is always maintained up to date in all respects in a presentable condition

Data entry operator  
Abdul Noor Al Rais Group  
United Arab Emirates (Dubai)

Jun-2016-Jan-2017

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Research and obtain further information for incomplete documents
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files.
- Sort and organize paperwork after entering data to ensure it is not lost
- Verify and update data before entering it in the database.
- Maintain an employee database and their useful information in an accurate manner.
- Update customer data on a daily basis through useful information.
- Enter data and fill in for the missing information through research and coordination from the concerned department.
- Make reports and prepare data in a useful manner.
- Keep confidential information securely.
- Creating digital documents from paper or dictation.

## Soft Skills

Committed  
Hardworking  
Teamwork  
Patience  
Multitasking  
Leadership  
Organization Skills  
Problem solving  
Communication skills  
Ability to work under pressure  
Well-organized  
Well-focused  
Computer proficiency  
Self-confidence  
Time management  
Social media

Data entry operator  
Safa Al Jazeera General Trading.  
UNITED ARAB EMIRATES (Sharjah)

Nov-2015-Jun-2016

- Identify potential vendors for the required materials.
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g.) vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Use the company TALLY software system to generate and issue purchase orders and receive goods.
- Provide up-to-date information about status of requested materials to the relevant departments.

## Hard Skills

MS Office  
MS Excel  
MS PowerPoint  
Internet Explorer  
Blogging  
Tally ERP 9  
Oracle  
Quotations  
Outlook Express  
Marketing  
Administrative  
Computer technology  
Corel draw  
Adobe photoshop  
Adobe illustrator  
Adobe indesign  
Adobe After-effect  
Canva  
Cinema 4d

Marketing  
RAKS PRINTING SERVICES  
UNITED ARAB EMIRATES (Sharjah)

Apr-2014-Nov-2015

- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times

## Personal Information

Date of birth	03-06-1992
Religion	Muslim
Language	English, Urdu, Hindi & Arabic
Marital Status	Single
Nationality	Pakistan
Visa Status	Employment visa
Driving License	Valid driving license