

Ali Hyder

Karachi, Pakistan

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PROFESSIONAL SUMMARY

Detail-oriented BBA graduate with strong document management and organizational abilities. Proven experience maintaining accurate records, digital filing systems, and preparing professional documents. Proficient in MS Word and Excel. Highly attentive to detail, time management, and confidentiality.

EXPERIENCE

Sana Tax Bookkeeping USA Inc

Remote / Karachi

Accountant / Bookkeeper

- Managed daily bookkeeping and maintained **organized digital and physical records** – ensuring version control and easy retrieval.
- Prepared and **formatted financial reports, letters, and agreements** with high accuracy and professional consistency.
- Coordinated with US clients for **document collection, verification, and submission** – adhering to strict compliance.
- Used MS Excel and QuickBooks for data entry, reporting, and record-keeping, demonstrating strong attention to detail.
- Maintained **confidentiality and integrity** of all client information.

INTERNSHIPS

MCB Bank (Resham Gali Branch, Hyderabad)

6 Weeks

Intern – Assisted branch officers with filing, document sorting, and customer record management.

KOHINOOR SOAP AND DETERGENT LIMITED

3 Months

Intern – Supported administrative team in document formatting, data entry, and archiving physical files.

EDUCATION

IBA, Sindh University Jamshoro

Bachelor of Business Administration (Finance)

BISE Mirpurkhas

Intermediate – A1

Matric – A1

KEY SKILLS

- **Document Management:** Filing (physical/digital), scanning, copying, archiving, version control, record retrieval.
- **Software Proficiency:** MS Word (formatting agreements/letters/reports), MS Excel.
- **Core Competencies:** Attention to detail, time management, confidentiality, integrity, teamwork.
- **Coordination:** Cross-department collaboration, document collection, submission tracking.
- Business Communication, adaptability, problem-solving.

LANGUAGES

English, Urdu, Sindhi

INTERESTS

Reading, writing, driving, badminton, table tennis – fostering discipline and focus.