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**SYED BASIT ALI**

House #: 323, Area 37/B, Landhi # 1, Karachi, Pakistan, 75160

Cell No: +92-308-2243214

Email: syyedbasit@gmail.com

**OBJECTIVE:**

**S**eeking a professional position to dedicate myself to the field as a keystone member of the team while continuing my education to further improve my performance in the workplace.

**QUALIFICATION:**

**M.B.A: HRM** in Progress from Newport Institute of Communications and Economics

**B.B.A:** Bachelor of Business Administration in Banking and Finance with 3.2 CGPA from

Newport Institute of Communications and Economics in 2015

**I.Com:** Intermediate in Commerce from the Board of Intermediate Education Karachi

**Metric:** Matriculation from the Board of Secondary Education Karachi

**COURSES:**

* Four Month Sales & Marketing course, from Pakistan Institute of Professional Sciences.

**WORKING EXPERIENCE:**

* From July 2010 to present, working as Office Assistant in Jinnah Medical College Hospital, KHI
* From July 2008 to June 2010, worked as Personal Assistant to General Managerin M/s Innovative Technologies (Pvt) LTD

**COMPUTER SKILLS:**

* MS Office 2007, 2010. Knowledge of SPSS, MS Accounting, QuickBooks, ORACLE and SAP
* Very Good Internet, Hardware, and Installation skills. Working in all Operating Systems.

**PERSONAL INFORMATION:**

Father’s Name: Syed Munawar Ali

Date of Birth: 12th of May 1990

Nationality: Pakistani

Religion: Islam

CNIC # 42201-2724724-5

Domicile: Sindh (Karachi)

Languages: Urdu, English (Normal)