

ALI ASGHAR

Location: Lahore Pakistan

Cell: +92 3214008551

Email: aliasghargee615@gmail.com

Date of Birth: 17-January-1994



PROFESSIONAL SUMMARY

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

Master of Science in Management /Tourism and Hospitality Management (2015-2017)

(Basically, it's a dual degree)

University of the Punjab

Bachelor of Arts in Journalism (2014-2015)

University of the Punjab

Intermediate in Information of Computer Sciences (2011-2012)

Govt Islamia College Civil Lines Lahore

Matriculation in Biology (2009-2010)

Govt Central Model High School

CAREER EXPERIENCES

01/2020 - Present

Supervisor/Assistant Supervisor in British Council Pakistan

Responsibilities:

- Attend one initial training session before conducting any invigilation duties.
- Be familiar with all relevant notices, instructions and requirements relating to the specific examination.
- Adhere to all instructions issued by the supervisor/examination board.
- Place signs and notices outside the exam room as per the supervisor's/examination board's instructions. Check each candidate's ID and statement of entry (if applicable) before and during the exam. Monitor candidates unobtrusively.
- Ensure that candidates do not communicate with each other.
- Check that all candidates in allocated rows transfer their answers to mark sheets if applicable.
- Refer candidates' enquiries to examinations supervisors or the Exams team where appropriate.
- Ensure that no unauthorized persons enter the examination room.

01/2015 – 02/2021

Coordinator/Administrator/Computer Operator in Education Sector

Responsibilities:

- Handling relations with parents, students, employers, and the community.
- Managing budgets and ensuring financial systems are followed.
- Overseeing record-keeping. Training, supervising, and motivating faculty including teachers and auxiliary staff.
- Working on committees including academic boards, governing bodies and task groups.
- Assisting with recruitment, public or alumni relations and marketing activities.

- Providing administrative support to an academic team of lecturers, tutors or teachers.
- Maintaining high levels of quality assurance, including course evaluation and course approval procedures, contributing to policy and planning.
- A computer operator is the person responsible for monitoring and controlling computer systems especially mainframe computer systems in a company or organization.
- Organizing and facilitating a variety of educational or social activities.

06/2018 – 07/2018

Internee in Election Cell Express News

Responsibilities:

- We used to answer the reporter's call and get information from our reporter about his constituency. We used to give information about our senior coalition in the election cell and then inform the important representatives of those constituencies who were winning and register their votes and then they would appear on the TV screen.

08/2018 – 10/2018

Reporter in Pakistan Press Foundation UNESCO Govt of Japan

Responsibilities:

- Collect, verify and analyze thoroughly newsworthy information.
- Assemble findings into a stable story.
- Write and deliver news stories with the reader's perspective in mind.
- Publish or broadcast news stories.
- Receive assignments or investigate news leads/tips.
- Abide by journalism's ethics and codes.

10/2017 – 01/2018

Associate Producer in Lahore News HD

Responsibilities:

- Duties may include writing, editing, organizing scripts, running the teleprompter in news casts, or helping the editor by making beat calls.

05/2015 – 06/2017

Invigilator in Bise Lahore Pakistan

Responsibilities:

- An exam invigilator is there to supervise the students during their exams and ensure exam regulations are met.
- Provide students with the necessary equipment to complete the exam – e.g., paper, stationery.
- Distribute and collect exam papers. Support any students that may be unwell during the exam.

AREAS OF EXPERTISE & KNOWLEDGE/BASIC/INTEREST

| EXPERTISE | KNOWLEDGE/BASIC/INTEREST |
|---|---------------------------------|
| <u>Computer Diploma:</u> | Customer Service |
| Computer Foundation (MS Word, MS Excel, MS Power Point) | Receptionist |
| <u>Software's:</u> | Food & Beverage |
| MS office, Internet Browsing. | Tour Operator |
| <u>Presentation:</u> | Tour Guider |
| Developed ability to produce precise reports and presentations. | Tourism Management |
| <u>Language Proficiency:</u> | Hotel Management |
| Proficient in English, Urdu and Punjabi. | Meetings & Events |