

ASIF ALI



**House # 37. Mohallah Peer Manna Uch Sharif,
Tehsil Ahmed Pur East, District Bahawalpur (Pakistan)
Cell # +92 300 8680552
E-mail: asifmiang@gmail.com**

OBJECTIVES

To work for a reputed organization which fasters a competitive environment and where personal growth and career enhancement is encouraged.

PERSONAL INFO.

Name	:	Asif Ali
Father's Name	:	Asghar Ali
CNIC No.	:	31201-8190128-3
Date of Birth	:	April 03, 1989
Gender	:	Male
Domicile	:	Bahawalpur (Punjab)
Nationality	:	Pakistani
Religion	:	Islam
Marital Status	:	Married

EDUCATION

- ❖ **The Islamia University of Bahawalpur**
Master in Urdu
2018
- ❖ **The Islamia University of Bahawalpur**
Bachelor in Law (LLB)
2016
- ❖ **The Islamia University of Bahawalpur**
Graduation (Economics)
2009
- ❖ **BISE, Bahawalpur**
Intermediate (Arts)
2007
- ❖ **BISE, Bahawalpur**
Matriculation (Science)
2005

EXPERIENCE

Administrative Officer (CSCEC)	China States Construction Engineering Corp. Rahim Yar Khan Dec 2018 – Mar 2021
Office/Personal Assistant	National Highways Authority Rahim Yar Khan Dec 2016 – Dec 2018
Office Assistant	Oriental High School Uch Sharif Feb 2010 -- Mar 2013

SKILLS

- ❖ **Microsoft Office**
 - ✓ **MS-Word**
 - ✓ **MS-Excel**
 - ✓ **MS-PowerPoint**
- ❖ **Computer Hardware:**
 - Installation of All Operating System &**
 - ✓ **Device Drivers and other software**
 - ✓ **System Troubleshooting**
 - ❖ **Other Supported Software**
 - ✓ **In page**
 - ✓ **Corel Draw**
 - ✓ **Database**
 - ✓ **Adobe Photoshop**
 - ✓ **Internet & E-mail**
 - ✓ **Typing Speed of 35-40 WPM**
 - ❖ **Administrative and Office Skills**
 - ✓ **File Handling**
 - ✓ **Typing**
 - ✓ **Bookkeeping**
 - ✓ **Equipment Handling**
 - ✓ **Customer Service Skill**
 - ✓ **Data Mining, Analysis**
 - ✓ **Paper/Documents Management**
 - ✓ **Appointment Setting/Time Management**

FIELD OF INTEREST

- ✓ **Reading literary Books , Newspaper**
- ✓ **Social Work**
- ✓ **Innovations in Computer Sciences & Law**
- ✓ **Painting**
- ✓ **Badminton**

REFERENCE

Can be furnished on Demand