



MOHSIN ALI

About Me

Highly motivated and goal oriented with strong research skills and keep understanding of molecular techniques for advancements in research. Good in learning new techniques and Skills.



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Sanaia 2 Ajman UAE

Language

- English
- Hindi

Expertise

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Experience

CEMCON MECHANICAL Engineering LLC Ajman UAE
06-Sep-2023 To Continue
Ajman Industrial Area 2

- As a Admin, My Responsibilities are :
- Make PR (Purchase request)
- Get the Rate List of Required Material from Site.
- Purchase All Type of Company Material.
- Arrange Labor for Site.
- Arrange Cash For Site and labors.
- Make All Projects Filing.
- keep Record of In & Out Material.
- Quick Action for Labor Problems.
- Make Salary of all labors and Staff.
- keep All Record of Vehicle in & Out.
- Coordination With Site Supervisor.
- Make Quotations
- Make Invoices
- Record of All Labors Data.
- Daily Job Wise Attendance
- Store Incharge

Education

Degree Collage Muridke
2021-2022

- FSC Pre Medical

FAst Solution College Muridke
March 2022 -Aug2022

- 6 Months Corse of MS Offic
(Exel,Word,Power point,Typing etc.

Arfa Software Technology Park Lahore
Sep-2022 to 25 December 2022

- Basic Cyber Security

Skills Summary

Software

78 %

Data Entry

81 %