

Muhammad Asif Ismail



INFO

Name

Muhammad Asif Ismail

Father's Name

Muhammad Ismail

Caste

Pathan

CNIC

41304-9535719-5

Date of Birth

09-Feb-1992

Address

House No. 66 Block-E
Tando Mir Ghulam Hussain
Unit No.09 Latifabad Hyd

Cell

+92 343-8011487

Email

asifismail786@hotmail.com



Technical Skills

MS-Office

MS-Excel

MS-Power Point

OBJECTIVE

Seeking a position to utilize my skills and abilities in the Educational organization that offers professional growth while being resourceful, innovative and flexible.

WORK EXPERIENCE

05 Years experience as an Administrator at Madina Blessing High School.

06 Months experience as an Admin Officer at The Educators School Latifabad Campus.

04 Year experience as an Administrator at Adamjee Coaching Centre Hyderabad Campus.

01 Year experience as an Administrator at Southport Academy Latifabad Campus.

06 Months experience as a Co-Ordinator at KINNS Academy Hyderabad.

Currently Working as an Administrator at Phoenix Higher Secondary School and College
MAJOR WORK

⇒ Corresponding with BISE Hyderabad.

⇒ Manage the Documentation, Manage the Human Resources, Maintain Accounts, Projection of the Organization

QUALIFICATION

B.B.A (Hons)

University of Sindh, Jamshoro

Intermediate

B.I.S.E, Hyderabad

Matriculaiton

B.I.S.E, Hyderabad

PROFESSIONAL COURSES

Microsoft Certified I.T Professional (MCITP)
Certificate in Information Technology (C.I.T)

LANGUAGES

English
Urdu

READING

WRITING

SPEAKING