#### **Muhammad Rashid Ali**

**Manager Admin** 



Birthday

Experience

05.04.1987

15 Years



Karachi, Pakistan



0322-2260310



0302-2224048



rana\_ali38@yahoo.com



**Certificates** 

- > Certificate of
  Appreciation from
  FPCCI (CSR) organizing
  successful event at
  FPCCI
- Certificate from FPCCI
   (CSR) in appreciation of
   volunteer services in
   disaster 2010



## PROFESSIONALSKILL

MS Office

Inpage

Communication

Writing



### **LANGUAGES**

English Urdu Punjabi





# PROFESSIONAL EXPERIENCE

Worked

Manager Admin

at IDA RIEU

### College for Deaf and Blind

 Managing and Supervising Security, Facility, Transport and House Keeping.

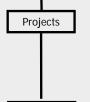
Karachi

- Ensure that conference rooms, meeting rooms and reception areas are ready for meetings.
- Provide and oversee centralized operations and procedures of services for the organization. Plan and coordinate staff development and monthly staff meetings.
- Construction and Renovation Work.
- Managing and Supervising Utilities, Kitchen, Store and Hostel Matters.
- Create and maintain effective internal controls for equipment inventory.
- Oversee the preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products, or services



**Manager Admin** 

The Education Foundation



**ESRA Project of** The Education Foundation (Managed and provided administrative support to 12 centres in Karachi-Pakistan (2004 to 2006)

PPPU Sindh Govt. Project of The Education Foundation (Managed and provided administrative support to 4 centres in Karachi-Pakistan (2008 to 2010)

2008 - 2009

**Admin Officer** 

Committee For Monitor and Improvement of Schools (A Partnership of FPCCI and CDGK 10 Campuses)

2007 - 2008

**Event Manager** 

The Education Foundation

2004 - 2007

**Assistant Manager Admin The Education Foundation** 



### **EDUCATION**

2013 - 2015

M.A

at University of Karachi

2011 - 2013

B.A

at Allama Iqbal Open University

2004 - 2006

F.A

at Board of Intermediate and Secondary Education Multan

2002

Matric

at Board of Intermediate and Secondary Education Multan



### **Publications**

2017

Dil Ki Haqiqat

(Scientific and Spiritual Aspect of Heart)

Confuse LoG

(a book on confused person psychology)