

Muhammad Rashid Ali

Manager Admin



Birthday

05.04.1987

Experience

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



PROFESSIONAL SKILLS

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.
- 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

Karachi

2009-5-2019

Manager Admin

The Education Foundation

Projects

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)