To,

Subject: **Presentation of Services as “ ”.**

Dear Sir/Madam

It is very pleasing for me to present my services for the captioned vacancy in yours’ like a prestigious organisation.

You will be surprised to know that my main strengths are self motivation, ability to work independently and as an active team member to meet operational deadlines from the Managers. With full adaptive nature, I am an ACCEPTOR of all related skills, concepts & responsibilities. Able to manage multiple tasks by setting priorities according to need, urgency & special requests.

***I am a B.A having more than******7-YEARS of experience of HR, Administration & Personnel Department,*** [for details, please see my attached C.V.] does fits very well on me.

You will find me, due to my challenge accepting mood, a perfectly suitable & right candidate for the said post, if I am given a chance to explore my un-written capabilities in an interview at your convenient time & venue.

Looking forward for your positive response, thank you.

Best regards,

Yours truly,

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**ALI NASIR**

**03239598630**

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| **Ali Nasir**  House No. E-31, Block-E, Lahore Canal Bank Co-operative Housing Society,  Near Thokar Niaz Baig, Lahore.  Cell No. **03239598630,** E-mail: alinasir31@gmail.com |

### PROFILE:

* An Experience person of HR Department having good skilled, computer literate professional with a proven ability to take on challenges.
* Possessing outstanding team member skills, a problem solver with the ability to plan his work effectively & efficiently; establish effective working relationships all across the organisational hierarchy.

**QUALIFICATIONS:**

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| **B.A**  **FA** | **Passed in 2nd Division from GCUF**  **Passed in 2nd Division from Lahore Board of Intermediate & Secondary Education. In year 1997.** |
| **Metric** | **Passed in 2nd Division from Lahore Board of Intermediate & Secondary Education. In year 1994.** |

**JOB EXPERIENCE:**

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| **The Organization** | **Pakistan Telecommunication Company Limited.** |
| **Position Held** | **HR Assistant and** Query Operator on 17 PTCL-Inquiry |
| **Reportable to** | **Manager HR South Lahore.** |
| **Main Responsibilities:** | 2006- to Date:   * **Maintenance of Leave records in company’s software and manually of more than 400-employees.** * **Maintenance of Personal files of more than 400-employees** * Maintenance of Transfer positioning regional employees. * Maintenance of employees various Loans like, house building, Vehicles loans files. * Collection of different data’s from employees for different objectives * Arrange training of the different cadre employees * Medical facilities record keepings   2001 to 2006   * **Performed duties as query operator on 17-PTCL inquiry .** * **Handling inquiry in software of PTCL 17- Inquiry.** |
| **COMPUTER SKILLS:** | * + - **Good Knowledge of:**   + **Microsoft Word**   + **Microsoft Excel &**   + **Microsoft Outlook** |
| **PERSONAL information:** | **Father’s Name Muhammad Tufail Mirza**  **CNIC No. 35202-9324319-9**  **Date of Birth 10-March-1979**  **Marital Status Married with 3-children**  **Nationality Pakistani** |
| **REFERENCE:** | **Reference can be provided on your demand.** |