

ASAD ALI

S/O Altaf Hussain

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CAREER OBJECTIVES

Career Objective: To work in a company/organization offering challenges, where I can utilize my capabilities to bring fruitful results in the progress of my professional life and to add a good name in the development of the company/organization.

PERSONAL INFORMATION

- Country of Residence: Oman
- Address: Al-Hail the north Near Nesto Hyper Market
- N.I.C: 34102-6816337-1
- Nationality: Pakistan
- Religion: Islam
- DOB: FEB 1, 2000
- Marital Status: Single
- Address: Mian Bazar Rahcna Twon Shahdarah Lahore Pakistan.

ACADEMIC PROFILE

| Qualification | Board/University |
|-------------------|--|
| Bachelor | AIOU (Alma Iqbal Open University) |
| DAE(civil) 3 Year | Punjab Technical Board |
| Matric | Board of Intermediate and Secondary Education Gujranwala |
| Certification | |

| Course | Institute |
|------------------|-------------------------------|
| Auto CAD (civil) | Waris College Shadarah Lahore |
| MS Office | Waris College Shadarah Lahore |
| Web Development | Punjab Universty Lahore |

Skills & Abilities

- Auto CAD (civil)
- Excellent MS office
- Web Development (wood press)
- Team working
- Individual Management
- Ability to Multitask
- Good communication Skill
- Tally Prime

Employment History

Organization: Public health department Lahore
Organization type: Health Department
Designation: computer Operator
Location: Lahore jail road
Duration: 05-apr-2020 / 15-july-2021

Responsibilities Include:

- Data entry all vaccinated people
- Make a report all data district wise
- Solve all quire about vaccination.
- Provide information about vaccination on call and face to face .

Organization: Metro Shopping Mall
Organization type: Shopping Mall
Designation: Supervisor
Location: Lahore
Duration: 1,oct,2021 –to- 15,dec,2022

Responsibilities Include:

- Guide the customer .
- Cheak All Rank .
- Check the expiry Dates .
- Make a report .
- Make Monthly & weekly report .

Organization: Bundu Khan Restaurant
Organization type: Restaurant
Designation: Cashier (after 06 month supervisor)
Location: Librty Market Gulberg Lahore
Duration: December, 2022 – December, 2023

Responsibilities Include:

- Mange Cash and billing.
- Make report in excel
- When become floor supervisor mange all responsibility on floor
- Mange all staff and mange floor .
- Deal with customers .

Interpersonal Skills

Multitasking and ability to work under pressure and meet deadlines Excellent Team Player Excellent communication, negotiation and management skills Good interpersonal skills and the ability to represent organization Creative, self-motivated and adaptable to new work conditions Conflict resolution and problem-solving abilities Analytical Skills Data Analysis using Excel and interpretation Good report writing skills Strong administration and management skills.

LANGUAGES

- *Fluent in English, Urdu, and Punjabi*