

Salman Ali

Residence/Pakistan,Punjab: House No.196/A , Lane No. 07, Seventh Road Rawalpindi

E-mail: salmanali60606@gmail.com * *Telephone number:* +92-308-562-2267

Place of birth: Rawalpindi, Pakistan * *Date of birth:* 25-04-1992

Education

Master's Degree in Business Administration in HRM

Master's degree program(MBA)

A.I.O.U.

December 2018 - December 2022

Bachelor's Degree in Commerce

Bachelor's degree program(B.Com)

Govt. Graduate College of Commerce Rawalpindi.

September 2013 - August 2016

Higher Secondary School Certificate

Intermediate in Computer Science(ICS)

Govt. Postgraduate College For Boys Rawalpindi.

August 2010 - April 2012

Secondary School Certificate

Matric(Science)

Noble Cambridge High School Rawalpindi.

March 2007 - May 2009

Work Experience

Admin & Accountant

The Educators Defence Campus

May 2017 – June 2024

Rawalpindi, Pakistan

- Manage and maintain accurate and up-to-date records and databases
- Provide administrative support to the accounting team and school management
- Ensure efficient communication and coordination among staff, students, and parents
- Develop and implement effective administrative processes and procedures
- Maintain confidentiality and handle sensitive information with discretion
- Oversee and manage the school's financial operations, including budgeting, forecasting, and financial reporting
- Ensure compliance with relevant laws, regulations, and accounting standards
- Develop and implement financial policies, procedures, and internal controls
- Analyze financial data to inform strategic decisions and optimize resource allocation
- Supervise and mentor junior accounting staff to ensure accurate financial record-keeping and reporting

Customer Service Representative (CSR)

Mobilink Inc.

September 2016 - April 2017

Islamabad, Pakistan

- Maintaining a positive and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Providing feedback on the efficiency of the customer service process.
- Ensure customer satisfaction and provide professional customer support.

Extracurricular activities

Academic Journal of Management: Volunteer Reviewer of Journal	<i>November 2015</i>
Allama Iqbal Library : Famous Books with Ridiculous Twists	<i>June 2014 - Present</i>

Language proficiencies

English	Fluent in Speaking
Reading, writing are good	
Urdu	Fluent in Speaking
Reading, Writing are good	

Portfolio of most relevant projects

Survey	Analyzing the effects of replacing office chairs with unicycles on employee morale
Survey	Investigation of the therapeutic effects of watching cat videos for 8 hours a day
Paper	The correlation between sock loss in laundry and the existence of parallel universes
Article	The definitive study on the impact of pineapple as a pizza topping on global diplomacy