

Asif Ali

Date of birth: 02-12-1976 | **Nationality:** Pakistani | **Gender** Male | asifrozee143@yahoo.com
Postal address: House No. 243, Street No. 2, Officer's Colony, Misrial Road, Rawalpindi
Contact Number: 0314-5196809



WORK EXPERIENCE

02/02/2021 – CURRENT – Islamabad, Pakistan
Accounts and Administrative Officer– Dar-e-Arqam School

- Perform various duties including
- Account management
 - Composing(Coral, Ms Office, In page)
 - Salaries and fee management
 - Dar-e-Arqam Portal

16/04/2016 – 01/02/2021 – Rawalpindi, Pakistan
Admin and Accounts Officer – Quality School

- Perform duties related to
- business development
 - account management
 - relationship management

28/07/2011 – 09/09/2015 – Rawalpindi, Pakistan
CRO – Zong CMPak (Pvt) Limited

Worked as Customer Services Representative.

EDUCATION

GRADUATION IN ARTS – F.G. Degree College for Men H-9, Islamabad

INTERMEDIATE OF PRE-MEDICAL (FSc) – F.G. Degree College for Men H-9, Islamabad

MATRIC (SCIENCE) – F.G Higher Secondary School, Peshawar Road, Rawalpindi

LANGUAGE SKILLS

Mother tongue(s): URDU

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	B1	B1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user;

DIGITAL SKILLS

Excellent typing skills (computer and typewriter) | Coral Draw | Microsoft Word | Microsoft Excel |
| Microsoft PowerPoint | Social Media | In page (Urdu)