

Ali Raza

alirazasatti@gmail.com

+923165889323

Rawalpindi, Pakistan

I am an English Literature graduate from NUML with several years of experience in different official roles in the private sector. I am currently employed and seeking better opportunities in public or private organizations where I can contribute my skills and continue to grow professionally.

WORK EXPERIENCE

Computer Operator Mughal Stamp Vendor

02/2022 - Present Rawalpindi

Mughal Stamp Vendor deals with govt. issued stamp papers and legal document composition. It also deals with all sorts of document composition.

Achievements/Tasks

- Composed legal deeds
- Writing affidavits/ documents
- Public dealing

Composer Mughal Stamp Vendor

01/2016 - 05/2017 Rawalpindi

Mughal Stamp Vendor deals with govt. issued stamp papers and legal deeds composition.

Achievements/Tasks

- Composed legal deeds
- Writing affidavits
- Dealing with stamp papers

Composer/ Computer Operator Time Star Enterprises

06/2014 - 11/2015 Rawalpindi

Time Star Enterprises deals with computer/printer sale and purchase as well as computer/printer parts repair.

Achievements/Tasks

- Composed tech related Invoices
- Editing Quotations
- Drafting Letters
- Application writing

EDUCATION

Bachelors in English (Language and Literature)

National University Of Modern Languages

02/2018 - 02/2022 Islamabad, Pakistan

Courses

- Linguistics
- Semantics and Pragmatics
- History of English Literature
- International Relations
- Popular Fiction
- Phonetics and Phonology
- Human Rights
- Environmental Sciences

SKILLS

MS Office

Inpage

Composing legal deeds

English Typing

Urdu Typing

Communication

Critical Analysis

Discourse Analysis

EDUCATIONAL PROJECTS

Thematic Analysis about Religious Deception in Pakistan from the novel The Blue Room by Nafisa Rizvi. (01/2022 - 01/2022)

- It unveils the ills of Pakistani society under the veil of religion.

Feministic Perspective of the novel Devil on the Cross by Ngũgĩ wa Thiong'o (12/2021 - 12/2021)

- This project uncovers the theme of feminism in the novel.

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

Walking, Hiking, and Reading different News Articles.