

Babar Ali



Father Name: Shamshad Ali (**Retired from Army**)

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🏠 [Street no 1-A, House No 3, Madina Town Khanna Dak Islamabad]

📅 [08-May-1997], 📄 [61101-1551712-1], **Domicile:** Federal, **Marital Status:** Single

Career Objective

Motivated and detail-oriented Computer Science graduate with experience in data entry and operations. Seeking to contribute strong technical and organizational skills to a dynamic team environment. My short-term goal is to do a job in a reputed organization and my long-term goal is to achieve a good position in the organization I work for.

Education

BSc Computer Science

Quaid-e-Azam University, Islamabad

Year of Graduation: [2020]

Intermediate in Computer Science (ICS)

Federal Board of Intermediate and Secondary Education (FBISE)

Year: [2017]

Secondary School Certificate (SSC)

Federal Board of Intermediate and Secondary Education (FBISE)

Year: [2014]

Certifications

- **Basic Computer Course** – TPF Institute
- **Shorthand Course** – STI Institute

Work Experience

Data Entry Operator

Rawalpindi Institute of Cardiology (RIC)

Duration: [30-May-2024] – Present

- Enter and manage patient data accurately using hospital database systems.
- Maintain confidentiality and ensure timely record keeping.
- Assist medical and administrative staff with digital documentation.

Operations Assistant

TCS Warehouse.

Duration: [15-August 2021] – [20-May-2024]

- Coordinated daily warehouse operations including inbound and outbound shipments, inventory control, and order processing.
- Monitored stock levels and ensured timely replenishment to avoid shortages and overstocking.
- Managed documentation for goods receipt, dispatch, and internal transfers using ERP systems (e.g., SAP, Oracle).
- Ensured compliance with safety, quality, and operational standards in warehouse activities.
- Supported supply chain processes by liaising with vendors, transporters, and internal departments.
- Used handheld scanners and WMS (Warehouse Management System) tools to track inventory accuracy.
- Assisted in periodic stock audits and reconciliations.

Skills

- Data Entry & Management
- MS Office (Word, Excel, PowerPoint)
- Typing Speed
- Shorthand Writing
- Communication & Coordination
- Basic Troubleshooting

- **Languages**
- English (Fluent)
- Urdu (Native)

References

Request on demand.