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| **Name:** Ali Asghar Fakhruddin  **Age:** 36 **Marital status:** Married  **Mobile #:** + 92 300-9375190 **CNIC#:**   41303-1525568-7  **Email:** ali\_asghar12@hotmail.com  **C:\Users\scsc\Downloads\Ali Asghar Photo 2x2.jpgAddress:** Flat#55 Sir Abdullah Haroon bld saddar khi, Pakistan |

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| **Career Objective** | * 14th years of remarkable experience in the field of administration and finance along with extensive capability in presentation preparation, maintaining records, financial reports generation, interdepartmental coordination, organizing annual corporate events or orientation. . |

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| **Experience** | |  | | --- | | **14 years of experience in Administration** |  * Currently working as an Admin / maintenance officer with Karachi Public School. * Worked as a Finance accounts executive at SEAFIELD Karachi. From November 2015 to January 2016. * Worked as a Senior Administration Officer in “The Educators Regional Office South, Karachi” (A Project of Beaconhouse School System) from January 2006 to March 2015. * Worked as a School Accountant / In-charge Administration in Al- Hilal Campus at the Educators (A Project of Beaconhouse School System) from March 2015 to November 2015. * Worked as a Senior Business Development Officer in Sales Department at Jubilee Life Insurance Company from 2004 -2005. |

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| **Professional  Expertise** | * To Manage Teachers Training Programs (Academic and Related Workshops) * Organize And Manage Annual Speech & Debate Competition Throughout the Region. * Manage and organize Marketing Campaign with Collaboration with All Business Partners in Region. * Manage and organize awareness Activity in Schools Related Healthy Food for Children. * Planning, Organizing and Managing Annual Functions Like (Annual Sports Days, corporate gathering, regional annual meetings). |

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| **Academic**  **Background** | * Masters in Commerce from Sindh University Jamshoro, Hyderabad. * Bachelor in Commerce from Sindh University Jamshoro Hyderabad. * Intermediate from Public School Hyderabad Sindh. |

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| **Certification** | * Cleared 4 level’s of English speaking skills from “Pakistan American Culture centre” in1996 to 1997 * 3 months of Microsoft office diploma in year 2006. |
| **Languages**  **&**  **Interests** | * English, Urdu, Sindhi and Gujarati. * Watching Movies and Reading Newspaper. |