

SYED AATIR ALI

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To learn new methodologies and expand my skills career by working in your esteemed organization. I am highly dedicated individual with the ability to communicate job expectations to employees on a regular basis and have essential administrative skills that would effectively support your team.

EXPERIENCE

MAY 2019 – WORKING

COORDINATOR, KEY DESIGN

Communicating with clients or employers about projects. Collaborating with clients or employers, finance teams, and other team members on budgeting and allocating funds. Managing deadlines and progress across the team to ensure the project is delivered on time and on budget. Organizing third-party providers and vendors to deliver elements that can't be produced in-house. Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards. Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success.

EDUCATION

IN PROGRESS

IQRA UNIVERSITY IN BBA

6 MONTHS DIPLOMA IN COMPLETED IN WEB DESIGNING (APTECH COMPUTER EDUCATION)

DECEMBER 2021

INTER, GOVERNMENT PREMIER COLLEGE (COMMERCE)

SEPTEMBER 2019

MATRIC, PREMIER READ SCHOOL (COMPUTER SCIENCE)

SKILLS

- MS Office
- Productive
- Positive
- Proactive
- Team-player
- Trustworthy
- Action-oriented

EXTRACURRICULAR

ACTIVITIES

- Cricket
- Badminton