

ANSAR ALI

House No: A-28 Street No.02

Bakhtawar Goth

Gulistan-e-Johar Block -9 Karachi.

Cell #: 0300-3451406

OBJECTIVE

To acquire a challenging position in the field in a good working environment where I can share my professional qualification, knowledge, skills and ability.

PERSONAL PROFILE

Father's Name : Windur Ali
CNIC No : 43201-8087470-1
Religion : Islam
Date of Birth : 2nd February 1980
Domicile/PRC : Larkana (Sindh 'R')

ACCADEMIC QUALIFICATION

BSc. From: Shah Abdul Latif University Khairpur
Intermediate From: Larkana Board
Matric From: Sukkur Board

EXTRA CERTIFICATION

Certificate of NCC "Related Pakistan Army"

COMPUTER SKILLS

- 3 months computer basic course
- Software operator Limton Time Information System. (For Attendance and OT)
- Inpage Urdu Software Operator (For Notices & Circulars)
- Good Command of Windows 98/ME 2000/ Xp 2004-07 (MS Office)

EXPERIENCE

Four years as an Admin Officer in Karachi Lumnaire Pvt. Ltd 2004-2007.
Five years as an Admin Officer A-One Techniques Pvt Ltd 2008-2013

CURRICULUM VITEA

PERSONAL INTEREST

Seeking computer knowledge. Reading newspapers, Knowledge books
listening radio news watching television news

SKILLS / EXPERIENCE

Job Descriptions

1) SECURITY OFFICER

To handle Security Guards, Chowkidars and Watchmen & maintain their duty records and their personal data in computer.

2) TRANSPORT OFFICER

To handle drivers, Vehicle maintenance, Vehicle road Problems, Tax, Route permit, Vehicle Fitness, Hired Vehicle arrangements "for parts supply and general work" and maintain the vehicle In-Out report daily basis.

3) GOVERNMENT DEALING "Third Person Responsibility"

Government persons dealing, such as Labour Department, EOBI, SESSI, KW&SB, Generator Electric Inspector, KESC, KBCA, Trade License Inspector, KMC, TMA, Survey Officer, Excise Inspectors, Civil Defence and any Police Station work.

4) HEAD OF GENERAL TEAM

To handle general team members, such as Electrician, Plumber, Carpenter, Ac Technician, Tea boys / Peons, Sweepers, Welders, Power Press / Hydraulic press, Air Compressor Mechanics, Aluminum and Glass work persons, Lock & Key makers, Computer Software & Hardware "IT Persons" and Gardeners etc.

5) RECEPTIONIST / FRONT MAN

To handle with good behavior and smile those visitors / persons who are come for any work & Communicate the related employees through Intercom and report daily basis to the seniors

6) TIME OFFICE INCHARGE

- ❖ To operate the Time Information System (TIS) software & data poling & posting.
 - ❖ To handle the company workers & Officers for their Attendance & O.T issues.
 - ❖ Employee in-out controller.
 - ❖ To issue the employment offer order / joining order & Terminate letters.
 - ❖ To fill the joining Reports & information copy submit in accounts.
 - ❖ To generate the Attendance & O.T Report in the month end & submit in accounts Department for salary purpose
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7) EXTRA ACTIVITIES

- ❖ Assistant to G.M / D.G.M for any official work.
- ❖ Company's EOBI Incharge.
- ❖ Company's SESSI Incharge.
- ❖ Head of Gate Pass section.
- ❖ Refreshment & Lunch Arrangement for Visitors & High Officials.
- ❖ Visit Preparation Activities Incharge "for OEM's & Out of Company Delegation"
- ❖ Responsibility of Arrangements drinking water (Means Mineral water) & General usage water (means Water Tankers) or KW&SB Line water.
- ❖ Special look after for maintenance owner's vehicle, G.M's Vehicle & give their vehicle drivers new Instructions for professional improvements
- ❖ Diesel arrangement for company's diesel generators.