



# Arshad Ali

Assistant (Admin HR at Government Organization

To the best of my abilities contribute towards the growth and development of the dynamics institute where the opportunity to develop personally and professionally and value addition works.

## Contact Info

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🏠 Gulshan Iqbal Karachi  
Karachi, Pakistan

## Strengths & Skills

- ✓ Administrative Skills
- ✓ Leadership Skills
- ✓ MS Office
- ✓ Task Management
- ✓ Presentation
- ✓ Teaching
- ✓ Asset Management
- ✓ Computer skills
- ✓ Recruitment & Selection
- ✓ Staffing
- ✓ MS Visio
- ✓ Communication Skills
- ✓ Human Resources
- ✓ Office Record Keeping
- ✓ MS PowerPoint
- ✓ Time Management

## Academics

Title	Institute	Score	Date
Masters HR Management	University of Karachi, Karachi	69%	2019
BSc Physics	University of Karachi, Karachi	56%	2015

## Certifications

Title	Authority	Date
Elearning Essentials Instructional Design	Linkdin Learning	Starting August 2021
Teaching Techniques Blended Learning	Linkdin Learning	Starting August 2021
Strategic Human Resource Management	Linkdin Learning	Starting August 2021
Handling Workplace Bullying	HR Certification Institute® (HRCI®)	Starting August 2021
Learning Personal Branding	National Association of State Boards of Accountancy (NASBA)	Starting August 2021
Talent Management (PMI)	Linkdin Learning	Starting August 2021
Speaking Confidently and Effectively	Linkdin Learning	Starting August 2021
How HR Can Contribute to Business Objective	University of Karachi	Starting November 2018

## Experience 9 years

Company	Designation	Duration	
Government Organization	Assistant (HR/Admin)	Apr 2014 - Oct 2021	<b>7.5 years</b>
Falconhouse Grammar School	Office Incharge	Feb 2013 - Apr 2014	<b>1.2 years</b>
Fauji Fertilizer	Account Assistant	Jan 2012 - Dec 2012	<b>11 months</b>

## Work History

Government Organization	Apr 2014 - Oct 2021 (7.5 years)
<b>Assistant (HR/Admin)</b>	<b>Karachi, Pakistan</b>
<b>Government Organization</b>	
<b>Role / Function</b>	
<ul style="list-style-type: none"> <li>• Recruitment &amp; Selection</li> <li>• Training &amp; Development</li> <li>• Annual Evaluation Reports</li> <li>• Prepare Minutes of Meeting</li> </ul>	

- Appraisal Reports
- Office Record Keeping
- Member of Cyber Security Team

## Falconhouse Grammar School

Feb 2013 - Apr 2014 (1.2 years)

### Office Incharge

Karachi, Pakistan

#### Office Incharge

##### Role / Function

- Maintain Attendance Record
- Arranged Parents Teacher Meeting
- Events Arrangement
- Office Record Keeping
- Budgeting / Planning of Essential Stationery
- Payroll Procedure System

## Fauji Fertilizer

Jan 2012 - Dec 2012 (11 months)

### Account Assistant

Karachi, Pakistan

#### Account Assistant

##### Role / Function

- Maintain Daily Sales Record
- Prepare Inventory updates
- Individual Sale Sheets
- Debit / Credits Record on a daily basis
- Prepare Store Inventory Record

## Projects

### Distribute Books

May 2018 - Feb 2019 (9 months)

**Company:** University of Karachi

Books distribute of Mamlat e Rasool on voluntary basis

### Patriotic Event

Mar 2018 - Apr 2018 (1 month)

**Company:** University of Karachi

To organize flag-raising ceremony

## Awards

Title	Authority	Date
Appreciation Award	PAEC	2018
Best Performance of the Year	Pakistan Atomic Energy Commission	2016

## Industries

- administration
- Insurance / Takaful
- Atomic Energy
- Sales&Marketing
- Education

## Functional Areas

- Administration And Office Support
- Database Administration (DBA)
- Human Resources
- Management Consulting
- Consultancy
- Education / Teaching

## Hobbies

- Cricket
- Snooker
- Book Reading
- Swimming
- Visit Historical Place