*Ashraf*

*Email:* [*ashraf.35522@2freemail.com*](mailto:ashraf.35522@2freemail.com)

**Objectives**

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* To work in an organization where I can fully utilize my knowledge and potential to achieve the highest efficiency and strive to promote the status of organization and to improve myself.

Personal Information

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**Date of Birth : 18-04-1986**

**Domicile : Khairpur Mir’s**

**Marital Status : Married**

**Religion : Islam**

**Nationality : Pakistani**

**Academic and Professional Qualifications**

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**[2009]** **M.A in Economics**

Second Division

From: Shah Abdul Latif University, Khairpur Mirs

**[2007]** **B.A**

Second Division

From: Shah Abdul Latif University, Khairpur Mirs

**[2004] Intermediate**

Passed with 1st Division

From: B.I.S.E Sukkur

**[2002] Matriculation**

Passed with 1st Division

From: B.I.S.E., Sukkur

**Computer Skills**

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**[2005]** **D.I.T (Diploma in Information Technology)**

Passed with 1st Division

**SZABIST-**Job Skill Training Center Hyderabad.

**Experience**

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**Administration In charge 12-06-2011 - 17-10-2013**

**National Logistic Cell, Karachi.**

As an Administrator-in-charge, I looked into all the issues regarding National Logistic Cell, including duties of the employees. I played a major role in liaising between different Departments and higher authorities and collect the cash from site and deposit in the bank.

**Administration Assistant 04-01-2011 - 01-05-2011**

**Mercy Corps Pakistan (NGO)**

As an Administration Assistant, I looked after all the matters within my remit, including the duties of employees and liaising between different Departments and higher authorities.

**Supervisor 05-04-2009 - 06-10-2010**

**Sui Southern Gas Company Ltd, Hyderabad.**

As a Supervisor in Sui Southern Gas Company, I have supervised and maintained the overall office records according to the Company requirements. I updated reports and monitored the un-account Gas ratio and reported the underground leak rectification.

**Computer Operator 15-02-2006 - 05-01-2008**

**National Development Complex, Islamabad.**

As a Computer Operator in National Development Complex, I have worked in the Finance Department and my responsibilities included making computerized records for over time, house rent cheques and keeping the record of these files to update reports.

**Languages**

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* English Read /Write /Speak
* Sindhi Read /Write /Speak
* Urdu Read /Write /Speak

**Addresses**

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