



Jabran Ali

Computer operatering

+92.313.9844259

jabranali350@gmail.com

Other, Nowshera, Pakistan

Summary

1. Skill in the all works
2. To work with organization of high standard where I can use my abilities and can participate in the growth of the organization. I have the sense to work hard, honestly and with full devotion, so I will take the help of professional experience that I learned and to use my capabilities to met the requirements of any job assigned to me.

Skills

Administrative Assistance | Ads Management | Amadeus | Appointment Generation | Appointment Scheduling | Area Knowledge | Assistant | Basic Analysis and Report Writing | Boutique Knowledge | Branch Accounting | Branch Administration | Branch Banking | Branch Management | Branch Operation | British Accent | Business Development Strategies | Call Center Management | Call Transaction | Cleaning Skills | Client Dealing | Client Managing Skills | Cold Calling | Committed to Customer Services | Communication Skills | Compliance | Computer Literacy | Computer Operating | Computer-assisted Surveying Applications | Conversation Awareness | Conversion Awareness | Coordination Abilities | Coordination Skills | Creative Content Maker | Credit Management | Customer Acquisition | Customer Acquisition Skills | Customer Communication | Customer Services | Daraz Knowledge | Data Collection | Data Entry Operations | Direct ales | End To End Sales | English | English Communication Skills | English Speaking & Listening | Enterprise Sales | Experience In Conflict Management | Experience In Healthcare Services Marketing | Field Visit

Experience

- May 2020 - Sep 2021 **Computer operatering**
Nazim printing press nowshera, Nowshera Cantt, Pakistan
- Feb 2014 - Dec 2019 **Computer operater**
Awan printing press nowshera, Nowshera Cantt, Pakistan
- Computer operatering

Education

- 2019 **Abdul Wali Khan University Mardan**
BS Political Science
Political Science
CGPA: 2.9/4

- 2019 **Allama Iqbal Open Univeristy**
 Bachelors in Arts
 General
 CGPA: 3.0/4
- 2016 **pakistan degree college nowshera**
 Diploma
 Diploma Information Technology
 Completed
- 2015 **Govt post graduate college nowshera**
 Intermediate/A-Level
 Arts
 Percentage: 49%
- 2014 **Govt technical college nowshera**
 Diploma
 QUANTITY SURVEY
 Completed
- 2013 **NATIONAL COMPUTER ACADEMY**
 Short Course
 Ms Office, Typing Course
 Completed
- 2013 **Ideal Computer Institute nowshera cantt**
 Short Course
 Ms Office, Inpage
 Incomplete
- 2012 **Govt high school no 2 nowshera kalan**
 Matriculation/O-Level
 Arts
 Percentage: 44%

Languages

Urdu
Intermediate

Pashto
Intermediate

English
Intermediate