

SYED MUHAMMAD ALI

H.no 442 Sector 4/E Orangi Town, Karachi.

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Career Objective

To acquire a position that will enable me to add value to a progressive organization by using my strong organizational abilities and instructive background. I am an apprentice for life and a quick learner who is keen to learn and implement

Additional Skills

- Project Management Skills
- Negotiation
- Critical Thinking
- Computer Literacy
- Photography
- Event Management Skills

Education

2017 **Master in Public Administration**
University of Karachi

2016 **Bachelor in Public Administration**
University of Karachi

Research and Project designing, Online Data Entry Working

Work Experience

Jan 2018 – Till date **PR Manager**
TMC

Mar 2019 – Apr 2019 **Marketing Associate**
Decagon

Jan 2018 – Mar 2018 **Project Associate**
Momentum

Jan 2011 to Dec 2012 **Supervisor**
FAS Enterprises

Work Experience

- Handling employee grievances & queries.
 - Guiding employees with policies & procedures.
 - Probations, evaluations, increments and bonus disbursements.
 - Working on company policies and its implementations.
 - Create Weekly, Monthly Quarterly Production Reports.
 - Maintaining personnel files, employment status and employee database accurately.
 - Coordinate with Press Media, Electronic media.
 - Coordinate with exhibition Participants and guests.
 - Working with sales and marketing team.
 - Handling Brand ambassadors of Golootlo.
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