

# Asif Ali Mirani



## Personal Details

**Address:**

Flat No. A-202 2<sup>nd</sup> floor Maddam Apartments, Opposite to JIAP, Karachi.

**Phone:**

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**Email:**

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**DOB:**

15<sup>th</sup> June 1988

**CNIC:**

42201-4436089-5

**Languages:**

English  
Urdu  
Sindhi

**Nationality:**

Pakistani

**Religion:**

Islam

**Marital Status:**

Single

**Education:**

Masters in Economics (2015)  
Graduation (2012)  
Intermediate (2010)  
Matriculation (2008)

**Certification:**

Cisco Certified Network Associates (CCNA)  
from Aptech institute

## Summary

To secure a position where I can use my skills and to continue to learn and grow with a company. Familiar working with computer hardware and software. Able to work independently or as a team member.

## Skill Highlights

- MS Office
- Installing, configuring, administering Microsoft windows Platform
- Troubleshooting Hardware devices and drivers
- Good knowledge of hardware and software

## Experience

❖ **01 year experience as an Accountant in Aero Medical Centre, HQCAA:-**

- Board Payments
- Airlines Billing
- Monthly Accounts Return
- ERP
- Cheque Payments to Board Doctors

❖ **04 years experience as an Accounts Assistant in Finance (Mega Projects) HQCAA:-**

- Correspond with Project offices as well as Works Accounting Units and other Offices.
- Process cases for release of funds against ADP schemes in respect of Works Accounting Units of **North Zone i.e AllAP Lahore, Multan, Islamabad and Peshawar and south Zone i.e Quetta, Makran, JIAP and Hyderabad.**
- Maintaining files in accordance with CAAO's instructions i.e (document and record control)

❖ **06 months experience as Guest Relation Officer in (Master Management) at JIAP, Karachi.**

❖ **01 year experience as Computer Data Entry Operator in (Air Freight Unit) Cargo Terminal Karachi.**

❖ **01 year experience as Computer Data Entry Operator under O/IC Residential Area CAA Karachi.**

❖ **3 months experience as Cashier in Hamdard Matab, Nazimabad Branch Karachi.**