# Ali Asghar

**House #** 10-9/1835

Hazoor shah street, Jail Road,

Quetta, Balochistan.

**E-mail:**alihasani40@hotmail.com

**Phone #:**0331-8100812

# Career Objective: -

To work with an organization with opportunities for learning, growth, challenges, and recognition so that heights of professionalism can be achieved. To enhance, improve skills and learn from seniors, colleagues & respond to organizational calls and missions, and full adherence to the policies and procedures of the institution to *utilize my Management, Supervision & Administrative skills*.

**Personal Details: -**

|  |  |
| --- | --- |
| **Name:** | Ali Asghar |
| **Father Name:** | Faqir Hussain |
| **DOB:** | 25-12-1981 |
| **Caste:** | Mohammad Hassani (Baloch) |
| **Gender:** | Male |
| **Nationality:** | Pakistani |
| **CNIC #:** | 54400-7583208-5 |
| **Local:** | District Quetta |

# Professional Experience: -

|  |  |
| --- | --- |
| **Organization** | **Duration** |
| **The Special Ones (TSO)** | January-2006 to Dec-2010 |
| **Designation:** Program Manager | **Job Description** |
|  | DraftingReporting to higher ManagementArranging and witnessing seminars.Trainer and Motivator Creating, maintaining, and entering information into databases.  |
|  |  |
| **Development Organization****For Underprivileged Areas.****(DOUA)**  | March 2011 To June 2015  |
| **Designation**: Admin/HR Officer | **Job Description** |
|  | Providing administration support to an organization.Keeping organization records, overseeing department budgets, and maintaining inventory of office supplies.Support the development and implementation of HR initiatives and systems.Provide counseling on policies and procedures. |
|  |  |

|  |  |
| --- | --- |
| **Dawn Media Group** | November 2015 To May 2021.  |
| **Designation**: Admin In charge | **Job Description** |
|  | Processing and recording transactions.Preparing reports and budgetsoffice administration |
| **Taraqee Foundation****Designation**: Social Organizer | Maintaining accounts receivable and accounts payable.Maintaining personal files and applying HR practices.April 2023 till Now**Job Description**Assisted social mobilization team in community outreach activities, including door-to-door campaigns, public meetings, and awareness sessions.Contributed to the design and implementation of a community-driven health promotion project, focusing on hygiene practices and disease prevention.Supported the collection and analysis of qualitative and quantitative data to assess project effectiveness and identify areas for improvement.Collaborated with team members to develop culturally sensitive communication materials and educational resources for community members. |

# Educational Qualifications: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institute/University** | **Major Subjects** | **Year** |
| **From** | **To** |
| **MBA (HR)** | B.U.I.T.E.M.S Quetta | MBA (HRM) | 2011 | 2014 |
| **Graduation****(B.A)** | UOB Quetta | Economics, Sociology | 2008 | 2010 |
| **Graduation****(B.S.C)** | UOB Quetta | Physics, Math, State | 2000 | 2002 |
| **Intermediate**  | B.B.I.S.E Quetta | Physics, Math, Chemistry | 1997 | 1999 |
| **Matric****(Science)**  | B.B.I.S.E Quetta | Biology, Math, Physics and Chemistry | 1996 | 1997 |

# Diplomas: -

Diploma in Information Technology (DIT)

# Core competencies: -

* Effective communication skills
* Efficient Management skills.
* Assertive Approach.
* Good convincing power.
* Good interpersonal skills.
* Sound knowledge of HR practices.
* Profound knowledge of Labor laws.

# Language proficiency

|  |  |  |  |
| --- | --- | --- | --- |
| **English** | Writing | Reading | Speaking |
| **Urdu** | Writing | Reading | Speaking |
| **Pashto** | ……… | ……… | Speaking |
| **Balochi** | ……… | Reading | Speaking |
| **Brahvi** | Writing | Reading | Speaking |

# Interest & Activities: -

Music, Reading, and Watching Talk shows and documentaries.

# Strengths: -

* *Good Organizational skills*
* *Willingness to learn.*
* *Adaptability.*
* *Hand-on experience*
* *Strong presentation skills*
* *Excellent Reporting Skills*
* *Excellent typing skills*

**Documents will be furnished upon request.**