



# NAZAR ALI

## CAREER OBJECTIVE

To acquire motivation, personable and multiple organizational experience. To improve talent in adapting varied service/working environment, amenable and tactful with professionals and non-professionals at different levels, customization in handling sensitive, confidential assignments. Producing plausible solutions to complex problems with a satisfactory degree of execution. To become flexible and versatile – able to maintain a sense of humor under pressure. Seeking a challenging role in a reputable media organization where I can utilize my skills in research, writing, and storytelling to contribute to the organization's success while advancing my career as a journalist.

## SKILLS

- Computerized Accounting  
(Advance Excel, Peachtree, Quick book, Tally)
- MS Office (Word, Excel, Power Point, Access)
- Full Access to Internet
- English Language

## CONTACT AND PERSONAL INFORMATION

Mobile No. 0305-9100750  
0316-2636468  
Nazarali586@gmail.com  
Address: H.no 579, Jumrah Himayti goth, Cattle Colony, Karachi

Father's Name: Muhammad Shoukat  
CNIC: 42501-4772343-7  
Marital Status: Single  
Domicile: Malir, Karachi

## WORK EXPERIENCE

### UNION COUNCIL OPERATION OFFICER |SEP 2018 to Cont...| CTC, PEI PROGRAM

#### Tasks:

- Preparation and implementation of Micro plan for Polio, Covid, EPI and others Campaigns
- Responsibility of All Operations action (Vaccination in Campaigns, Logistics Distribution and Trainings of Staff) in UC
- Maintain Staff Attendance on Daily basis and Reporting and Correction of Issues/Gaps during Campaigns
- Follow up and Validation of Field Work done by Staff
- Reporting of Admin Cases and Support in Hiring of Staff
- Support in Social Mobilization Activities for Better Results in Campaigns
- Timely Reports Submission during and after Campaigns

### ACCOUNTS ASSISTANT |MAR 2017 – SEP 2018| PAKISTAN MACHINE TOOL FACTORY (PVT) LTD

#### Tasks:

- Preparing and Posting of Cash and Receipt vouchers
- Preparing Bank Reconciliation at Monthly basis
- Preparing of Landed Cost Sheet for Imported items
- Manage files of Import and Export items which process through T.T and L/C

### Worked as Junior Officer Admin & Payroll |Dec 2015 – Mar 2017| Master Enterprise Ltd.

#### Tasks:

- Incorporation of new appointments in Payroll Software
- Management of correction in TMS sheets of all enrolled employees
- Preparation and Generation of Salaries of enrolled employees
- Keeping record of goods and vehicles on daily basis

### ACCOUNTS ASSISTANT |OCT 2014 – DEC 2015| Three Stars Enterprises

#### Tasks:

- Handling of petty cash system of Factory Plant
- Preparation of wages for total labors and distribution of cash
- Record keeping of all cash entries in Journal/Ledger
- Record keeping and maintenance of files pertaining to dispatch and receipt of goods
- Preparation of Stock report on Weekly basis
- Submission of report of all records to Head Office on Daily basis
- Taking care of Production Plant

## LANGUAGES

SINDHI, URDU, ENGLISH

## EDUCATION

### Bachelors in Commerce 2016

University of Karachi

### Intermediate in Pre-Engineering 2011

Higher Secondary Board of Karachi

### Matric (Science Group) 2009

Secondary Board of Karachi

## PROFESSIONAL COURSES

- Preventing of sexual harassment and other prohibited conduct
- Prevention of sexual exploitation and abuse of authority