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**SHAFQAT ALI**

**Email:** *bangashshafqat6@gmail.com*

**Cell no.:** +92 3339687768, **WhatsApp** :+923339687768 District Hangu KPK,Pakistan.

**CAREER OBJECTIVES :**

I am enthusiastic, confident and an energetic person with ability to learn & to adapt quickly to changing circumstances, accept challenges & tackle them even in situation under pressure. I follow a methodological approach for focusing or organizational needs from to develop strategies to satisfy those needs, striking on optimal balances with available resources. I do possess good communication skills, enable to work effectively either on my own or as part of the team members & as leader.

* **Currently working as Business Sales Coordinator from State Life Insurance in Bank Al-Falah From 01 August 2022** .
* Selling policies that are paid out to beneficiaries upon the insured’s death. Responsible for marketing and selling to potential clients, generating a list of qualified leads using social media, referrals, and other outreach tactics, determining the best policy fit for new clients, and navigating current policyholders through the claims process. Schedule meetings to consult with new clients, field inquiries from both prospective and current clients, and ensure all digital and physical paperwork is current, filed, and organized.

**Experience in Dubai :**

**ADMINISTRATOR:**

* Experience in Transguard Group LLC Dubai Airport Free zone From Dec .2013 till August 2017
* Worked in the Payroll Department by entering Time and Attendance sheets for employees.
* Worked in the Passport Room Auditing the passports of the employees.
* Worked as an Administrator applying for Airside Passes for aviation staff.
* Worked as an HR assistant applying for an employee’s medical examination for a residence visa.
* Worked as a Filling Clerk, by maintaining the employee's record systematically.

**Experience in Pakistan:**

**MINE RISK EDUCATOR:**

* Worked as M.R.E. (Mine Risk Educator) in P.R.C.S. (Pakistan Red Crescent Society) from 17th September 2012 till18th Nov. 2013.
* Conducted community sessions and reported.
* Collected incident data and kept records.
* Supported the MRE District Officer in Planning and coordinated with different community elders to streamline the MRE activities.

**PHARMACY STORE KEEPER**:

* 01-Year Experience as a Pharmacy Storekeeper in Medicines Sans Frontiers-France(Doctors Without Borders) from May 24th2010 till June22nd 2011.
* Supervised material orders and dispatched in order to ensure rational use.
* Ensured good storage conditions.
* Ensuring correct fill-in entries on the stock cards and software.
* Carried out in regular inventories including EPREP stock.
* Followed up on stock levels.
* Ensured cleanliness of premises.
* Controlled warehouse to authorized personnel, doors, and other exits secured.

**JUNIOR CLERK:**

* 06 Months Experience as a Junior Clerk in Hangu Public High School, Hangu, from 8th November 2008 till 9th May 2009.
* Performed a variety of clerical duties.
* Interacted with the general public and employees and performed routine clerical work.
* Did related work as required.

**TEACHER CUM CLERK:**

* 08 Years Experience as a Clerk and Teacher with Computer Knowledge, in Uswa Public High School, Hangu, from 2nd May 2001 till 25th October 2008.
* Taught and educated students according to the guidance of the competent education authority.
* Taught and educated students according to the educational needs and abilities entrusted to his/her care by the Head of School.
* Performed daily routine of clerical work.

**EDUCATION:**

* 2008 Kohat University of Science and Technology
* **BA : English, Pak Study, Urdu and Islamiyat**
* 1995 Karachi Board
* **F. Sc. : Pre-Medical, Biology, Physics and Chemistry**
* 1991 A Grade, Federal Board (F.B.I.S.E)
* **S.S.C : Maths, Physics, Biology, and Chemistry**

**COMPUTER SKILLS:**

* Proficient in MS Excel, MS Word, PowerPoint, Installing Windows, In page, and Data Entry.
* Familiar with Internet Applications.

**STRENGTH :**

* Enthusiastic and productive team member Innovative with excellent problem-solving skills
* Efficient in meeting deadlines Excellent interpersonal and communication skills
* Team leader with excellent leadership skill

**PERSONAL INFORMATION:**

* Father's Name ---------------------- Mushtaq Ali
* Date of Birth ---------------------- 12 / 10 / 1973
* Place of Birth ---------------------- Dubai (United Arab Emirates)
* Passport ---------------------- ME1807792
* Nationality ---------------------- Pakistani
* License --------------------- Motor Car, Motor Cycle , Jeep.