

SYED ALI ABBAS SHAH

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PROFILE

A young and competent individual eager to learn and quench inquisitive by practicing with a positive attitude and strong work ethics. To acquire sufficient and honorable means of earning through hard work and high determination. The man who cannot face problems in life, he cannot lead a complete life. Happiness is a crazy mathematics; it multiplies when you divide it.

ACADEMIC INFORMATION

Degree	Institution
BA 2023-2024 (Running)	Government Degree College, Rajana, Toba Tek Singh.
Intermediate (Diploma of Associate Engineer 2017-2019 (1st)	Punjab Board Of Technology Education, Lahore.
Matriculation 2015-2016 (2nd)	Board of Intermediate & Secondary Education, Faisalabad.

SHORT COURSE

Degree	Institution
RESCUE 1122 (Basic Life Support) 2019	Punjab Emergency Service
Safety Inspector 2019	Punjab Board Of Education, Lahore

WORK EXPERIENCE

- ✓ As a Safety inspector Worked in Punjab College Of Technology.
- ✓ 3 Months worked in Rescue 1122 Punjab Emergency Service.
- ✓ 1 Year Worked as a Computer Operator in Kamalia Khaddars Private Limited.
- ✓ 1 Year Experience as a Online Order Taking in Kamalia Khaddars Shop at Kamalia.
- ✓ 3 Years Experience as a Graphic Designer on ADOBE PHOTOSHOP, CORAL DRAW and CANVA.
- ✓ 1 Year Experience as a Facebook Advertiser Kamalia Khaddars Shop at Kamalia.
- ✓ 1 Year Experience in Courier Booking on Different Courier Portals. For Instane, TCS, M&P, Blue-EX, Daewoo & Call Courier.
- ✓ 3 Months Experience as a Graphic Designer On Online.
- ✓ 2 Years Experience in MS OFFICE.
- ✓ 2 Years Experience in Shell Company As a Safety Inspector.
- ✓ 6 Months Experience in Transport Company As a Accountant.

MS EXCEL SKILLS

- | | |
|--------------------------------|------------------------------------|
| ✓ Data Entry | ✓ Creating Pivot Table |
| ✓ Data Management | ✓ Find and Replace |
| ✓ Executing Formulas | ✓ Making Salery Slips |
| ✓ Data Validation | ✓ Printing |
| ✓ Balance Sheet Reconciliation | ✓ Sorting Data |
| ✓ Creating Charts | ✓ Creating and Managing Worksheets |

SKILLS

Computer Skills

- ✓ Graphic Designing.
- ✓ Adobe Photoshop Operator.
- ✓ Coral Draw Operator.
- ✓ Canva Operator.
- ✓ Proficient In EXCEL.
- ✓ Facebook Advertisement.
- ✓ Proficient In MS OFFICE.
- ✓ Different Portals Booking. For Instance, TCS, M&P, Blue-Ex, Daewoo & Call Courier.

Efficient Social and Communication Skills

- ✓ Capable of leading a group of individuals for a project.
- ✓ Capable of handing conflicts at community level.
- ✓ Multilingual in terms of Local Languages (Urdu, English, Pashto, Punjabi, Hindko).
- ✓ Effective Interpersonal Skills.

Functional Skills

- ✓ Capable of rational Thinking for effective planning and to deal with multiple situation.
- ✓ Can analyze situation critically and take decisive actions.
- ✓ Strong navigation skills.