

# Ali ZULQARNAIN

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## PROFILE STATEMENT

As a highly Proficient Microsoft Office user, I have extensive experience utilizing the suit of programs to improve productivity and efficiency in the work place. With expert knowledge in word, Excel, and PowerPoint, I have developed a keen eye for detail and an ability to manipulate data and create professional presentations. I am confident in my ability to quickly create and format documents, analyze data, and create compelling presentations. For example, I have developed complex Excel spreadsheet to streamline process, saving my previous employer time and resources. I am dedicated to staying up-to date with the latest features and advantages in Microsoft office, and am confident in my ability to bring value to any organization through my expertise in this crucial software.

## SKILLS

### ➤ Microsoft Office:

Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook  
Extensive experience using Excel for data analysis and financial modeling  
Skilled in creating presentations and delivering them using PowerPoint  
Experienced in managing emails and scheduling appointments using Outlook  
You can also consider mentioning specific tasks or projects you completed using Microsoft Office to showcase your skills and achievements.

### ➤ MIS:

As a seasoned professional with extensive experience in Management Information Systems, I bring a unique blend of technical expertise and business acumen to any organization. Throughout my career, I have demonstrated a strong ability to analyze complex data sets, identify key insights and trends, and effectively communicate findings to cross-functional teams. My experience in designing, implementing, and managing large-scale IT projects has allowed me to drive business value and improve organizational efficiency. I am highly proficient in a variety of software applications, programming languages, and databases, and have a proven track record of successfully delivering projects on time and within budget. I am eager to bring my expertise to a new challenge and help drive the continued growth and success of any organization.

### ➤ ISO 17025:

With extensive experience in ISO 17025, I have developed a deep understanding of quality management systems and laboratory operations. I have a proven track record of implementing and maintaining ISO 17025 compliant systems, ensuring the accuracy and reliability of test and calibration results. My experience includes conducting internal audits, managing non-conformances, and continuously improving processes to meet the needs of customers and regulatory requirements. I am proficient in using laboratory software and equipment, and have a strong knowledge of international standards and guidelines, such as ISO/IEC 17025 and ISO 15189. I am confident in my ability to lead and motivate teams, to effectively communicate

and collaborate with stakeholders, and to ensure that the laboratory operates efficiently and effectively.

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➤ **ISO 9001:**

With extensive experience in quality management systems, I have a proven track record of implementing and maintaining ISO 9001 standards. My expertise includes conducting internal audits, developing and implementing process improvements, and ensuring compliance with regulatory requirements. I have a strong understanding of quality management principles and a commitment to continuous improvement, which has resulted in increased efficiency and customer satisfaction. I am confident in my ability to effectively lead teams and drive organizational success through the implementation and maintenance of ISO 9001 processes.

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➤ **Other:**

- Project management
- Time management
- Leadership
- Teamwork
- Problem solving
- Critical thinking
- Adaptability
- Customer service

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## **ACADEMIC**

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Govt. College University FSD. | Faisalabad | 2015-2019  
**Master of Science (4Year):** BS(Hons) Physics  
**(CGPA 3.6 out of 4.0)**

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Allama Iqbal Open University. | Islamabad | 2021  
**B.Ed. (1.5 year)**  
**(Status Pass)**

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Govt. Post Graduate College Samanabad FSD. | Faisalabad | 2015  
**Intermediate:** F.Sc. Pre-Engineering.  
**(1st Division)**

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Govt. High School Bismillahpur FSD. | Faisalabad | 2012  
**Matric:** Science.  
**(1st Division)**

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## WORK HISTORY

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➤ **Current Position:**

**Analyst of ISO 17025 in Interloop Limited - Faisalabad, 02/2023.**

With extensive experience in ISO 17025, I have developed a deep understanding of quality management systems and laboratory operations. I have a proven track record of implementing and maintaining ISO 17025 compliant systems, ensuring the accuracy and reliability of test and calibration results. My experience includes conducting internal audits, managing non-conformances, and continuously improving processes to meet the needs of customers and regulatory requirements. I am proficient in using laboratory software and equipment, and have a strong knowledge of international standards and guidelines, such as ISO/IEC 17025 and ISO 15189. I am confident in my ability to lead and motivate teams, to effectively communicate and collaborate with stakeholders, and to ensure that the laboratory operates efficiently and effectively.

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➤ **Previous Position:**

**MIS Auditor in Interloop Limited - Faisalabad, 06/2021 – 07/2022**

As a seasoned professional with extensive experience in Management Information Systems, I bring a unique blend of technical expertise and business acumen to any organization. Throughout my career, I have demonstrated a strong ability to analyze complex data sets, identify key insights and trends, and effectively communicate findings to cross-functional teams. My experience in designing, implementing, and managing large-scale IT projects has allowed me to drive business value and improve organizational efficiency. I am highly proficient in a variety of software applications, programming languages, and databases, and have a proven track record of successfully delivering projects on time and within budget. I am eager to bring my expertise to a new challenge and help drive the continued growth and success of any organization.

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## HOBBIES

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➤ **Cricket:**

➤ **Badminton:**

As an avid sports enthusiast, I have a strong passion for both cricket and badminton. I enjoy following the latest matches and keeping up to date with the newest developments in the sports. In my free time, I also enjoy playing both games, honing my skills and staying active. My love for sports has not only helped me maintain a healthy lifestyle but also provided me with numerous opportunities to interact with like-minded individuals and develop lasting relationships.

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## REFERENCE

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Will be furnished on demand.