

ASHFAQ ALI

PERSONAL INFO:



EXPERIENCE



ASHFAQ ALI



17101-9435582-7



+92 333 9297465



ashfaqali44@gmail.com



Phase-III Chowk Hayat Abad Peshawar

CITY LABORATORY PESHAWAR (CURRENT JOB)

Front Desk Officer & Phlebotomist from 2008 to Till date.

- Costumer Support
- Office Admin
- Data Entry

- Documentation
- Report Preparation.
- ---
- ONE YEAR EXPERIENCE IN PRIME HOSPITAL AS A WARD INCHARGE.
- ONE YEAR EXPERIENCE IN KUWAIT HOSPITAL AS A WARD INCHARGE.
- ONE YEAR EXPERIENCE IN MERCY HOSPITAL AS A WARD INCHARGE.
- ONE YEAR EXPERIENCE IN PC HOTEL PESHAWAR AS A RECEPTIONIST.
- PDHS COURIER

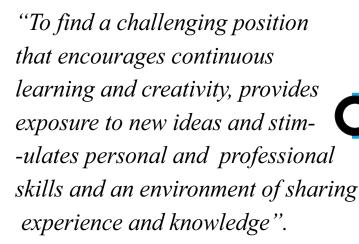
Five (5) years working experience in PDHS Courier As Operation Manager.

O

SKILLS

- Strong administrative & organization skills
- Interpersonal skills
- Written & verbal communication skills
- Work effectively both as team member and independently
- MS OFFICE: (MS Word, MS Excel, PowerPoint)
- Typing
- Management skills
- Client management skills
- Punctuality & Time keeping
- Able to take on responsibilities

OBJECTIVES



EDUCATION

2004 - 2005

SSC (SCIENCE)

BISE PESHAWAR

2006 - 2008

FA (INTERMEDIATE) BISE PESHAWAR

LANGUAGES



ENGLISH

• • • •

0

HOBBIES

PASHTO

URDU • • • •







