



# ASHFAQ ALI

## PERSONAL INFO:



**ASHFAQ ALI**



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Phase-III Chowk Hayat Abad  
Peshawar

## EXPERIENCE



### 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.

## 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

*“To find a challenging position that encourages continuous learning and creativity, provides exposure to new ideas and stimulates personal and professional skills and an environment of sharing experience and knowledge”.*

## EDUCATION

2004 - 2005

SSC (SCIENCE)

BISE PESHAWAR

2006 - 2008

FA (INTERMEDIATE) BISE PESHAWAR

## LANGUAGES

ENGLISH



PASHTO



URDU



## HOBBIES

