

# SYED GOHAR WASIB ALI

DIVISION REPORTING MANAGER



+92 311 8111053

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N978 Sector 7C Surjani Town Karachi



## PROFILE

Seeking a challenging poaition in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## EXPERIENCE

2021 - PRESENT

**DIVISION REPORTING MANAGER**

**DAWAT E ISLAMI / MIRPURKHAS**

- Maintained professional appearances and natured productive and comfortable office environment.
- Administered company documents and kept filing system organized and upto date
- Prepared official business documents, including payroll

2018 - 2021

**SCHOOL ADMINISTRATIVE & TEACHING**

**ALI EDUCATION ACADEMY SECONDARY SCHOOL / MIRPURKHAS**

- As a School Administrative. With 3 year's Experience.
- Extremely strong leadership skills and excellent communication skills.
- Organized Management / School Management Skill / School GR

## SKILLS

- MS Office
- Operate Computer
- Manage Team Work

## LANGUAGE

- English
- Urdu

## EDUCATION

2019 - 2021

**Master Degree- M.A (Urdu)**

**University Of Sindh, Jamshoro, Pakistan**

2016 - 2018

**Bachlor Degree- B.Sc**

**University Of Sindh, Jamshoro, Pakistan**

2014 - 2016

**Intermediate - Pre-Engineering**

**Govt: SAL Degree College MPS , Pakistan**

2012 - 2014

**Matriculation - Science**

**Govt: (Boys) Higher Sec:- School Bhansinghabad MPS , Pakistan**

**Present Continue 4 Years**

**B.ED - Hons**

**Allama Iqbal University Campus Mirpurkhas, Pakistan**

2019 - 2020

**Diploma In Information**

**Technology (D.I.T) 1 Year**