

# SYED GOHAR WASIB ALI

## DIVISION REPORTING MANAGER



+92 311 8111053



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Lalukhet 4 No Jhanda Chock Karachi

### PROFILE

Seeking a challenging position 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

- 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

- 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

Bachelor 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