


RAO KASHIF ALI

Mobile No: 0598186036 

Email: raokashif36@gmail.com

Address: Yanbu Al Bahar, Saudi Arabia



Objective:

I am looking forward for a practical oriented & challenging job related to my area of interest, skills and experience in supervision and administration that enhances my professional abilities and where I could get an opportunity to prove my skills and utilize my knowledge and I am career oriented, skillful & conscientious individual seeking for utilitarian position enabling perform meaningfully for optimum productivity, diligently I achieve the assignment with self – motivation, possessing great potential and stand efficacious under high work pressure.

PERSONAL SKILLS

Comprehensive problem solving abilities, Ability to deal with people diplomatically, Quick learner, Team Facilitator.

Experience:

1. Working in Pakland Housing Pvt Ltd as a Office Executive in Documentation. From 26-04-2008 to 31-03-2013
2. Working in Insightsoft as a SMO. From 01-02-2013 to 28-02-2014
3. Working in Yasref(Kingdom of Saudi Arabia) as a Consumable Controller. From 01-08-2014 to 30-06-2018

Job Profiles:

Pakland Housing Pvt Ltd

- Daily verify Scanning and updating of records
- Keeping of Monthly Data updation Reports
- Keeping of Daily Payment Receipts Verification Report.
- Verify Dispatch Letter's after Scanning
- Controlling Document and Files Records

Insightsoft & Freelance link building:

- Directories
- Blog Commenting
- Classifieds
- Forum posting

- FB Fan page updating
- Twitter updates
- GTalk sharing
- Web Template Design on Photoshop

Yasref:(Yanbu Aramco Sinopec Refining Company Ltd.)

- Daily maintaining material report
- Management and Control of Consumable material inventory
- Working on SAP & ERP System

Qualification:

- B.Com from Karachi University (waiting for result)
- Intermediate Gov.t Degree College Mangopir Gadap Town Karachi.
- Metric Karachi Board

Computer Skills:

- 1 Month MS- Office
- Adobe Photoshop
- 3 Month Web Designing (HTML Div base)

Personal Information:

Name: Rao Kashif Ali
Father's Name: Rao Jungsheer Ali
Religion: Islam
Nationality: Pakistani
Date of Birth: 4th April 1985
Marital Status: Married
Language: Urdu, Arabic, English



Business Address:
Plot No - 14, office # 105,
Gulshan Trade Centre, Blk - 5
Gulshan Chowrangi Karachi Pakistan
Off : 021- 32075959 Cell: 0322-3796079
Email : info@dotxperts.com
URL : www.dotxperts.com

CERTIFICATE

This is to Certify that Mr/Ms/Ms

Rao Kashif Ali

S/O, D/O, W/O

Rao Jungshear Ali

has completed course in

Website Designing

Over a duration of

3

months.

He/She has obtained

419

% Marks out of

500

Dated:

10-10-2011

Checked by

[Signature]

Issued by



pakland housing (private) limited




18th March, 2013

TO WHOM IT MAY CONCERN

This is to certify that Mr. Rao Kashif Ali has served in this organization as Executive from 1st April, 2009 to 9th March, 2013.

During this period he performed his duties to our entire satisfaction. We wish him success in his future life.


Manager 18/3/13

Certificate of Merit

ORACOM

Education System

W-3, 11-K, Sandooq College, North Karachi
Ph: 46074113

Reg. No. GES/mc/1024/08

Rao Kashif Ali S/o, D/o, W/o, Rao Jangsheer Ali

Has successfully completed the course of

* — * Microsoft Office xp + Internet * — *

From January, 2008 to February, 2008.



Instructor



Principal

Sl. No.
T001470

Roll No.
401972

Board of Secondary Education Karachi



Secondary School Certificate Examination, 2005

SCIENCE GROUP

Certified that **RAJ KASHIF ALI**
Son/Daughter of **RAJ JANGHEER ALI**
whose date of birth is **FOURTH** DAY OF **APRIL**
one thousand nine hundred **EIGHTY FIVE** has duly passed
the **Secondary School Certificate Examination** held in the
month of **APRIL 2005** as a **REGULAR** Candidate
in the subjects mentioned below and has been placed in

GRADE **D** He/She obtained **400/49** Marks.

COMPONENT I

KINDHI BALOOD

URDU

ENGLISH

PAKISTAN STUDIES

ISLAMAT

COMPONENT III

He/She offered **ADDITIONAL**

as Vocational Subject and has been awarded grade **D**
by his/her institution on the basis of Internal Assessment

COMPONENT II

MATHEMATICS

COMPUTER STUDIES

PHYSICS

CHEMISTRY

(Prof. Asif Pasha Siddiqui)
Secretary

DATED 20-07-2005

www.bsekarachi.gov.pk

STATEMENT OF MARKS

Roll No. NY 071483

M.B.C. Part I & II (Annual/Supplementary Examination, 1967)

Roll No. 541978

COMMERCE GROUP

Name: Rao Masrif Ali Father's Name: Rao Jangshoo Ali
 School: Govt. Boys' High School, Mangochi

COMPULSORY SUBJECTS (100 MARKS)										ELECTIVE SUBJECTS (100 MARKS)				TOTAL MARKS (1100)		REMARKS
										Physics or Chemistry (50 MARKS)		Languages (Mathematics)		Marks obtained in Exams	Marks obtained in Theory	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Four hundred & eighty four Result with Distinction
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	484 Five Hundred Eighty Four
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	
71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	

NOTES: (1) Candidates must appear for all compulsory subjects. (2) Candidates must appear for all elective subjects. (3) Candidates must appear for all language subjects. (4) Candidates must appear for all theory subjects. (5) Candidates must appear for all practical subjects. (6) Candidates must appear for all viva voce subjects. (7) Candidates must appear for all oral subjects. (8) Candidates must appear for all written subjects. (9) Candidates must appear for all oral subjects. (10) Candidates must appear for all written subjects.

END

Signature: [Signature] Date: 22/7/67



UNIVERSITY OF KARACHI
Registration Card

B.COM. (EXT)

Registration No 2310/2007

Name RAO KASHIF ALI

Father RAO JANGSHEER ALI

NIC 42101-6700266-3



Office Incharge

Assistant Registrar

1. Candidates should keep this card very carefully.
2. This Registration No must be quoted in all further references with the University.

2302 14.2008

هوية مقيم
رقم النسخة ١

المملكة العربية السعودية
وزارة الداخلية



رايو كاشف علي رايو جانغير علي
RAO KASHIF ALI RAO JANGSHEER ALI

رقم الهوية: ٢٥٦٥٥٠٢٤٤٦ تاريخ الانتهاء: ٢٠٢٥/٠٤/٠٨

تاريخ الميلاد: ١٩٨٥/٠٤/٠٤ مكان الميلاد: باكستان

الجنسية: باكستان الديانة: الاسلام

المهنة: عامل انشاءات

هوية صاحب العمل: ٧٠٣٥٦٤٦٨٧١

مكان الإصدار: موقع بوابة الوزارة الإلكترونية

مكان العمل: منطقة القصيم

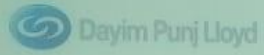
اسم صاحب العمل: مؤسسة عبدالرحمن صالح بن حمد الحربي للمقاولات



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



Certificate of Appreciation



This certificate is awarded to

RAO KASIF ALI

2382383715

In recognition of your continue support to achieve incident free environment.

Issued on 27th August 2016


GNANA P. SANTHANAM-CHST
HSE Manager
DAYIM PUNJ LLOYD -MC7



AL-AMAL POLYCLINIC

Yanbu Al-Bahr

Tel. : 3220000 Fax : 3910691



مجمع عيادات الأمل الطبي

بنبع البحر

تليفون : ٣٢٢٠٠٠٠ فاكس : ٣٩١٠٦٩١

Date & Time : 27 Sep 2015 10:18:08PM

Name : 1171147

Reference Dr. : RAO KASHIF ALI RAO JANGSHEER ALI

Request No. : 11#15#05015503

Company : 0 نقدي

Reference Dr. : Emad Al-Din Afifi

Blood Group

Normal Range

Blood Group

B +

Rh Factor

POSITIVE

Dr.Emad Al-Din Afifi

CLINICAL PATHOLOGIST

مجمع الأمل الطبي
د. عماد الدين عفيفي
الطبيب السريري

أمّ لوج ٣٨٢٢٣١٦
Ummluj 3822316

الوجه ٤٤٢٠٧٠٢
Al-Wajh 4420702

الهيئة الملكية ٣٢١٢٠٠٠
Royal Commission 3212000