



GHULAM ALI

About Me

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.



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Shadman Colony, Near New
Morgah Road, Morgah Rawalpindi.

LANGUAGE

- English
- Chinese (basic)
- Urdu
- Punjabi

SKILLS

- Leadership
- Interpersonal Skills
- Communication.
- Microsoft Office
- Data Management

EXPERIENCE

Rawalpindi Waste Management Company Rawalpindi Jan 2023 - Mar 2023

Worked on ERP regarding the loan queries of the Employees.
Keeping account and managing attendance of the employees using I-Employee
Preparing attendance Reports.
Generation Of NOCs.
Keeping Track of Office Supplies.

Shell pump Shop Rawalpindi 2021- 2023

Daily Tuck Shop operations: food preparation; cleaning; stock take; catering; food deliveries; maintain appropriate hygiene in food and service areas, help prepare and collate lunch orders; Food Technology orders and lesson preparation; café orders.

PROJECTS

- Elahi Cotton Mills Limited, Analysis on project management and production area.
- Gucci, Ethical Issue faced by the workers of Gucci in China.
- UNILIVER Pakistan, ratio analysis.
- Attock Oil Refinery, Analysis of IT department and IT structure.
- Research on PCB, and return of cricket to Pakistan.
- Rebranding Of Aero Asia.

EDUCATION

NUML RAWALPINDI

Bachelor of Business Administration BBA (Finance)
2019-2023

Punjab Groups of Colleges

I.Com (Commerce)
2017-2019

CERTIFICATE

Marketing Activitie 88%

Graphics Design 46%