

KASHIF ALI



Summary

Highly capable Personal Assistant skilled at prioritizing tasks with ease. Bringing several years of experience supporting executives with high-stress and high-profile careers. Personable with excellent communication skills. Skill Highlights

- Travel coordination
- Staff collaboration
- Errands
- Chauffeuring
- Calendar management
- MS Suite proficiency
- Book keeping

Contact

Address:

House No. A-149 Saadabad
Society Block 5 Gulistan-e-
Joher Karachi

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Email:

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Languages

1. English
2. Arabic
3. Urdu
4. Sindhi

Experience

- PA / Office Assistant** – TIEST (NED University)
07-01-2022 to Present
- Computer Attendant,** Registrar Office (NED University)
23-09-2006 to 06-12-2021

Education

Bachelor of Science: (B.Sc)

Shah Abdul Latif University Khairpur Sindh

Certifications

Local Facilitator Project of UNESCO Pakistan

**Office Management Skills Under
'Capacity Enhancement Program'**
Sindh Higher Education Commission

Electrician Technical Training Center Karachi