Kashif Ali
13 Years of Work Experience

Profession: Administrative Officer	**Mobile:** +971 569644330	**Email:** ikashifali87@gmail.com	**Visa Type:** Employment
Passport#: UK1790995	**Passport Expiry:** 17-July-2027	**Address:** AL FALAH STREET, ABU DHABI City, UAE	

OBJECTIVE:

I am a hard-working, sincere, & reliable person, always show respect & full dedication towards job. I am a goal-oriented person with a Bachelor Degree in Computer Science. I have experience in Microsoft Technologies, Web / Database Development, System / Network Administration & office management. I have desire to advance my skills by working in a challenging environment.

EDUCATION:

DEGREE	SESSION	INSTITUTE NAME
BCS (Hons)	2005-2009	City University of Science & Information Technology Peshawar, KPK, Pakistan
12th Grade	2002-2004	Pakistan Degree College of Commerce & Information Sciences, Nowshera, KPK Pakistan
10th Grade	2001-2002	Rahbar Public High School & College, Pabbi, Nowshera, KPK Pakistan

PROFESSIONAL EXPERIENCE:

Aug, 2022 – Till Date	**Good Luck Human Resources Consultancy - Administrative Officer**	Contact#: +971503105548

- ⊙ **Follow up and dealing with the companies to provide them skilled, semi-skilled and un-skilled workers.**
- ⊙ Greeting visitors, listening to their queries and directing them for future corrective actions.
- ⊙ Organize office operations and procedures, preparing payroll, control accounts, maintain office files.
- ⊙ Supervise administrative staff and divide responsibilities to ensure performance.
- ⊙ Coordinating company communications & performing other relevant duties when needed.

Nov, 2021 – Aug, 2022	**Orbit College Nowshera - Computer Lecturer / Database Developer**	Contact#: +923325412440

- ⊙ Teaching College Level Computer Science Subjects to students
- ⊙ Preparing working procedures to streamline daily process
- ⊙ Manage and cooperate with teaching staff members

July, 2021 – Aug, 2022	**Forward College Nowshera - Computer Lecturer / Accountant**	Contact#:+923339349828

- ⊙ Teaching College Level Computer Science & DIT Subjects to students
- ⊙ Preparing working procedures to streamline daily process
- ⊙ Coordinate with department heads on day-to-day related issues
- ⊙ Working as an **accountant** to control daily receipts and expenses.

Jan 2013 – Aug 2021	**RANA Technologies Enterprises - ICT Master Trainer / Web Developer**	Contact#: +15714356830

- ⊙ Design and develop curriculum content, training materials, and manages all aspects of curriculum development programs
- ⊙ Capacity building of the project staff in different areas relevant to the project implementation.
- ⊙ Develop and formalize a robust quality assurance review process of all existing and new training programs.
- ⊙ Responsible to teach relational database management systems like **Oracle, MySQL, and SQL.**
- ⊙ Responsible to teach subjects of Microsoft Technologies **MTA, MCP, MCSA, MOS, MCSE and Microsoft Cloud.**
- ⊙ Responsible for developing new **Web & Database Applications** or update and fix bugs in the current systems.
- ⊙ Successfully Developed and Implemented **Malomat-411 System, HR-MIS, Students-MIS, Inventory System, Operations Meeting System, Project Management System, Network Operations Center System, CVbank, & IT Hospital System.**
- ⊙ Worked as a **Trainer** in different international donor's projects like **UNDP, JICA, World Bank** etc

Apr, 2010 – Jan 2013	**Afghan Institute of Business Management Kabul - I.T Lecturer**	Contact#: +93787292503

⊙ Taught College Level Computer Science Subjects to students

⊙ Trained students in Basic Computing, Networks, Databases, Web Development, & Software Development.

⊙ Preparing working procedures to streamline daily process, successfully work to strict timelines.

⊙ Worked as a trainer in different projects funded by national & international donors.

ONLINE INTERNATIONAL TECHNICAL CERTIFICATES:

Certificate	Exam Code	Exam Entity	Exam Type	Date of Achievement
Cloud Computing	AZ-104: Microsoft Azure Cloud Administration	-	Self-Study	August 2020
MCSA-2016	70-743: Upgrade Your Skills to Windows Server 2016	Microsoft USA	Online	February 25, 2019
Oracle-12c	Oracle OCA Training	Core Links Peshawar	Local	Sep 13, 2018
Excel – 2013	77-420: Microsoft Office - Excel 2013	Microsoft USA	Online	October 15, 2017
MCT	Microsoft Certified Trainer - Reg Number: G369-8298	Microsoft USA	Online	October 10, 2017
Word-2013	77-418: Microsoft Office - Word 2013	Microsoft USA	Online	August 29, 2017
MCSA-2012	70-412: Configuring Advanced Windows Server 2012	Microsoft USA	Online	February 11, 2015
MCSA-2012	70-411: Administering Windows Server 2012	Microsoft USA	Online	October 15, 2014
MCP-2012	70-410: Installing & Configuring Windows Server 2012	Microsoft USA	Online	Sep 30, 2014
MCSE-2012	Exchange Server 2016	IT Alrounders Pakistan	Local	Sep 01, 2014
ICDL	International Computer Driving License	AED-HEP Afghanistan	Local	October 2010

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SKILLS:

Basic Computing	Databases	Web Development & CMS	Programming	Networking
Windows, Microsoft Office, Internet, Software & Hardware	MySQL, Oracle 12c / 18c, Microsoft Access, Microsoft SQL Server.	HTML, Bootstrap, CSS, JavaScript, PHP, WordPress, Elementor, Android App Development.	C++, VB6.0, VB.Net, C#.Net	Basics of Networking, Server OS, CCENT, & Exchange Server 2016

LANGUAGES:

Pashto (Native)   Urdu (National)   English (fluent)   Persian/Dari (fluent)

REFERENCES:

Mr. AHMAD SHAFI GHAFOOR
VICE PRESIDENT OPERATION: RANA Technologies Enterprises
Email: sghafoor@ranatech.com
Contact#: +1 571 435 6830 / +971 55 881 2526

Mr. GHUFRAN ULLAH – **ASSISTANT PROFESSOR**
Pak Austria Institute of Applied Sciences & Technology
Email: ghufran.ullah@fecid.paf-iast.edu.pk
Contact#: +92 332 5412440