



Kashif Ali



Profession: Administrative Officer **Mobile:** +971 569644330 **Email:** kashif87dxb@gmail.com **Passport#:** UK1790995
Passport Expiry: 17-July-2027 **Visa Type:** Employment (Available Immediately) **Visa Expiry:** 27 Sept, 2024
Degree: Bachelor of Computer Science (MoFA Attested) **Current Address:** Hor Al Anz, Dubai, UAE

OBJECTIVE:

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

PROFESSIONAL EXPERIENCE:

Sep, 2022 – Till Date **Good Luck Human Resources Consultancy L.L.C** **Contact#:** +971503105548

Administrative Officer Job Description:

- ⊙ To provide skilled and un-skilled workers to different companies in UAE
- ⊙ Follow-up with the companies to provide visa and other legal documents required to our provided workers in UAE.
- ⊙ To provide administrative assistance to team members, including scheduling meetings and handling correspondence
- ⊙ To oversees the maintenance of office facilities and equipment, and ensure a safe working environment.
- ⊙ To organize office operations and procedures, preparing payroll, control accounts, maintain office files.
- ⊙ Liaise with external vendors and service providers, negotiating contracts, and monitoring service quality and compliance with agreed-upon terms.

Nov, 2021 – Aug, 2022 **Orbit College Nowshera** **Contact#:** +923325412440

Computer Lecturer / Database Developer Job Description:

- ⊙ Taught College Level Computer Science Subjects to students
- ⊙ Responsible for preparing working procedures to streamline daily process, manage & cooperate with teaching staff members

July, 2021 – Aug, 2022 **Forward Degree College Nowshera** **Contact#:** +923339349828

Computer Lecturer / Accountant Job Description:

- ⊙ Teaching College Level Computer Science & DIT Subjects to students
- ⊙ Responsible for preparing working procedures to streamline daily process, manage & cooperate with teaching staff members
- ⊙ Worked as an accountant to control daily receipts and expenses.

Jan 2013 – Aug 2021 **RANA Technologies Enterprises Kabul** **Contact#:** +15714356830

ICT Master Trainer / Web Developer Job Description:

- ⊙ 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** **Contact#:** +93787292503

I.T Lecturer Job Description:

- ⊙ Taught College Level Computer Science Subjects to students
- ⊙ Trained students in Basic Computing, Networks, Databases, Web Development, & Software Development.
- ⊙ Responsible to prepare 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:

Verify @ <https://mcp.microsoft.com/Anonymous/Transcript/Validate> Transcript ID: **1150631** - Access Code: **abcd1234**

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

EDUCATION:

DEGREE	SESSION	INSTITUTE NAME
Bachelor in Computer Science	2005-2009	City University of Science & IT Peshawar, KPK, Pakistan
Higher Secondary School Certificate	2002-2004	Pakistan Degree College Nowshera, KPK, Pakistan
Secondary School Certificate	2002	Rahbar Public High School Pabbi, Nowshera, KPK, Pakistan

SKILLS:

Basic Computing	Databases	Web Development & CMS	Programing Languages	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)