

# ALI RAZA



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G-7/3-4, Islamabad (Pakistan).  
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## **OBJECTIVE**

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To achieve excellence in career through constant struggle and hard work in goal Oriented environments.

## **CAREER HISTORY**

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### **PPIB (Ministry of Water & Power) ISLAMABAD.**

#### **Personal Secretary to Director Legal**

(From: Feb, 2012 –to-date)

#### **Duties:**

- Provide office support services in order to ensure efficiency and effectiveness to Director Legal Office
- Liaison with members of staff internally and to external contacts
- Receive, direct and relay telephone messages and fax messages
- Maintain the general filing system and maintain all correspondence
- Assist in the planning and preparation of meetings, conferences and conference telephone, taking of minutes of the meetings and note keeping.
- Respond to inquiries as directed.
- Provide word-processing and secretarial support & Typing of confidential documents.
- Prepare DFA (Draft for approvals) for routine office communication.
- Have extra ordinary skills in preparing power point presentations, advance excel, MS Word etc.
- Fluent in both verbal and written communication in the languages, Urdu and English
- Able to do follow ups efficiently with observing the deadlines strictly.
- Planning & Organizing
- Administrative Skills
- Excellent Communication Skills
- Fluency in English / Urdu is a must
- Time Management Skills
- Capable of Multi tasks
- Excellent written and verbal Communication Skills

- Proficient in MS office
- Perform other related duties as required

## **AHMAD & CO BARRISTERS, ISLAMABAD.**

### **Marketing & Office Assistant**

(From: Oct, 2011 –Feb 2012)

Duties:

- Marketing, Documentation, Handling Mail, data entry, Drafting work and File Management. Store work, Dealing with Foreign Peoples for immigration matters, Seminars.

## **COMSATS Institute of Information Technology, Islamabad.**

### **3. Office Assistant**

(From: July, 2006 –Sep, 2008)

Duties:

- Office Administration related works Documentation, Handling Mail, Typing Work, Drafting work and File Management. Dealing with Foreign Faculty, Scholarships, Training Seminars, Coordination and Liaison.

## **Academy of Educational Planning & Management (Ministry of Education) Islamabad.**

### **4. KPVO (BPS-10)**

(March, 2006 – May, 2006)

**Duties:**

Worked with Administration Department. as a Data Entry Operator for the project of (National Education Censes, 2005) under the command of Ministry of Education Islamabad.

## **PARAL (Pakistan Revenue Automation (Pvt) Ltd Islamabad).**

### **5. Data Entry Operator (QC)**

**(Nov, 2005 – Feb,2006)**

Duties:

- Routine work at Administration Department. Data Entry at I-15 Forms project and National Sales Tax Forms project 2006.

## **Pakistan Bait-ul-Mal, Ghizar (N.As)**

### **6. Data Entry Operator (BPS-12)**

(Aug, 2003 – May, 2005)

#### **Duties:**

- Worked as Data Entry Operator in Administration Department at Pakistan Bait-ul-Mal in District Ghizar (N.As) where PBM works on the issues of Child Labour, Eradication of illiteracy and poverty alleviation projects at all Pakistan level. Data Entry at Tawana Pakistan Project (Which is a pilot project of Federal Government. It is a nutritional and school improvement package for 5-12 years children in poverty Districts of Pakistan) under the command of Pakistan Bait-ul-Mal (Ministry of Social Welfare and Special Women's Education, Islamabad).

## **AL-KHAIR UNIVERSITY (NIIT), Islamabad.**

### **7. Sub-Coordinator (Assistant)**

(March, 2001 – Sep, 2001)

#### **Duties:**

1. Correspondence in Campus and out side the Campus activities and maintaining files, Dispatch and Diary.

## **Jaffer Brothers (Pvt) Ltd (NADRA PROJECT), Islamabad.**

### **8. Data Entry Operator (QC)**

(Aug, 2000 – May, 2001)

#### **Duties:**

- ✓ Data Entry at project of (NADRA ID Card and Election Lists projects) under the command of Jaffer Brothers Pvt Ltd. Islamabad.

## **Newspaper Daily “THE MUSLIM”, Islamabad.**

### **9. Circulation Clerk**

(May, 1998 – Nov, 1998)

#### **Duties:**

- Daily routine work at Circulation Department. Correspondence in office and prepare the record of the distribution of newspaper at through out Pakistan. And maintain the record of Accounts/ Billing.

## **Newspaper Daily "THE MUSLIM", Islamabad.**

### **10. Telephone Operator**

**(May, 1996 – Nov, 1998)**

#### **Duties:**

- Routine work at 50 Extensions and 8 Lines Telephone Exchange in different shifts.

#### **IT SKILLS**

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- 2 Certifications and Advance Diploma in Computer Sciences/ IT.
- Good Command of work on Windows 98, 2000, Windows NT, Windows XP and Ms Office 98 and 2000.
- Full command on Operating Internet & E-mail and other techniques.
- Troubleshoot Internet & Email (Out Look Express).
- Typing Speed 60 w.p.m. (English).
- Shorthand speed 100 w.p.m.

#### **QUALIFICATION**

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- B.A from University of the Punjab Lahore in 2002.
- I.Com from F.G. College of Commerce, H-8/4, Islamabad in 1998.
- Matriculation in Science from F.G. Boys High Secondary School No. 3, Sector: G-7/3-1, Islamabad in 1995.

#### **PHYSICAL QUALIFICATION**

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- Civil Defense Course (Fireman Course) from Civil Defense Organization, CDA, Islamabad (Pakistan).
- Participation in Body Building Contest and got 2<sup>nd</sup> position in connection.
- Green Belt from Tiger Martial Arts Center Islamabad (Pakistan).
- Search & Rescue Course in Abbottabad (Pakistan) from Civil Defense Organization, CDA, Islamabad (Pakistan).

#### **LANGUAGES**

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English, Urdu, Punjabi and Baltic etc.

#### **PERSONAL**

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Date of Birth : 06-08-1978.  
Domicile : Gilgit Baltistan (Pakistan).  
Marital Status : Single.  
N.I.C # : 61101-1784392-9

