



ALI IMRAN

OBJECTIVE

“To complete the assigned tasks with full responsibility by using my soft, professional and technical skills to achieve the goals of organization. I am looking for a position in a small to mid-sized growing firm where I can use my skills to their full potential.”

WORK EXPERIENCE

2024 – till date	Digital Media Coordinator <i>Noor-ul-Huda Trust, Bahara Kahu, Islamabad</i>
2020 – 2024	Administrator <i>The Punjab School Sargodha Campus, Sargodha</i>
2019 – till date	CEO, Web Developer, Graphic Designer, Digital Marketer <i>The Hash Coding, Sargodha, Pakistan</i>
2019 – 2020	Graphic Designer, Video Editor, Digital Marketer <i>UPSOL Technologies, Sargodha, Pakistan</i>
2015 – 2018	Computer Operator (Morning) <i>Lala Gi Tours (Pvt) Ltd. Sargodha, Pakistan</i>
2015 – 2017	Web Designer (Night Shift) <i>Core Logics Software House, Sargodha, Pakistan</i>
2013 – 2015	Teacher <i>Kids Paradise Science School & Academy, Sargodha, Pakistan</i>

EDUCATION

2021 – 2023	MBA Executive <i>Minhaj University, Lahore</i>
2014 – 2019	BS-Computer Science (4-Years) <i>University of Sargodha</i>
2011 – 2013	FSc (Pre-Engineering) <i>Punjab Group of College Sargodha</i>
2009 – 2011	MATRIC (Science with Biology) <i>Worker Welfare School, Jauharabad</i>

PROFESSIONAL COURSES

Digiskills.pk (each course is 3 months)

- Freelancing
- Virtual Assistant
- Graphic Designing
- Digital Marketing
- Video Editing
- WordPress
- SEO

ACHIEVEMENT

I have established my own Digital Marketing & Software Company in 2019 named as The Hash Coding.

PERSONAL INFO

Phone:

+92 301 6076214

Email:

greatlife514@gmail.com

Address:

Kotla Syedan, Tehsil Shahpur, District Sargodha

SOFT SKILLS

Interpersonal Communication
Detail-oriented
Teamwork
Active Listening
Critical Thinking
Presentation Skills

PROFESSIONAL SKILLS

ADMINISTRATOR:-

Administrative and organization
Customer Service Skill
Problem Solving Skill
Accounting & Bookkeeping

CEO:-

Project Analysis
Collaborative Skills
Transparency Skills
Growth Mindsets Skills

GRAPHIC DESIGNER:-

Adobe Photoshop

DIGITAL MARKETER:-

Ads Manager
Business Manager
Content Writer
Business Strategy Development

TECHNICAL SKILLS

Microsoft Office (Excel, PowerPoint, Word, Visio)

Windows & Software Installation