



# CURRICULUM VITAE

## Asraf Ali

### Career Object

- To Secure an appropriate position , this will provide growth opportunities With effective utilization of my skills and experience also the opportunity to Learn more in professional atmosphere.

### Personal Detail

<b>Name</b>	Asraf Ali
<b>Address</b>	Doha - Qatar
<b>Date of Birth</b>	12/03/1998
<b>Mobile</b>	+97430968804
<b>Email ID</b>	asrafr269@gmail.com
<b>Gender</b>	Male
<b>National</b>	Nepali

### Higher Education

- S L C. Complete Form Pashupati High school in Nepal
- +2 Complete from Little Star College in Nepal
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### Computer Knowledge

- ADCA (Advance Diploma In Computer Application) From NCETS. (New Computer Educational & Technical Society).
- Tally Erp 9, 9.0, Ms Excell , Ms Word , Ms Access ,Etc.
- Tally Erp 9, 9.0 & Ms Excell, Ms Word, Ms Office. are my Strong Department.

### Languages known

- English, Arabic, Urdu, Hindi.
- English Typing , Arabic Typing.

### Work Experience:

**POSITION :** Cashier  
**COMPANY :** Bhat-Bhateni Supermarket  
**WORKING SINCE :** February 2017 To April 2018



- Any type of Management works I am handle just like purchasing cloths , material or any things.
- I am handle all types of accounting work . I make final account , daily account and all types of accounting Problem I am solve and try to improve the company.
- Handling different types of customer daily and try to customer purchase as many as goods from my shop.
- Making Salary Sheet, give Salary to all Employees and handle to all Employees .
- Maintain Stock of Cloths how many meter of Cloths Purchase and how many Cloths Sale .
- Take Order Online and delivery on the time .

**POSITION : Tailoring**

**COMPANY : White City Tailoring Shop**

**WORKING DURATION : July 2018 To August 2019**

- Maintain Stock of goods many type of goods purchasing and online coming.
- Handle all Employees and check Employees doing work or not .
- Checking Work finishing good or not Customer satisfied or not from our work.
- It's my first and good gulf experience and learned how to work in gulf .

**POSITION : Salesman**

**COMPANY : White city Tailoring Shop**

**WORKING DURATION : September 2019 To February 2023**

- Many type of goods sale just like Mobile , Headphone , Cover etc .
- Convince my customer to purchase my goods .
- Its a good Experience for me because I know that first time how to handle the customer and Sale my Goods.

## **Responsibility**

- Responsible for assigned sale targets (Monthly and Annually).
- Maintaining Cloths Stock Monthly .
- Proper execution of order and dispatch it on time & develop new sample for client.
- Handling all Customer treat well with customers .
- How to Understand the Customer to Purchase as goods as from our Shop.

## **Hobby**

- Playing Cricket, Listening Music, Operating Computer etc.

## **Skills**

- MS Office
- Good Communication Skills
- Self Motivated
- Ability to work for long hours
- Critical Thinking
- Good inter - personal skills
- Hard Working

## **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Asraf Ali**