

**TAUSEEF ASHRAF****PERSONAL DETAIL:-**

**Father's Name:** Muhammad Ashraf  
**Date of Birth:** 20<sup>th</sup> December 1990  
**CNIC #:** 31303-7342806-9  
**Religion:** Islam  
**Marital Status:** Married  
**Cell #:** 0305-3625342  
**Email:** tauseef786ashraf42@gmail.com  
**Address:** Air Port Road Muhallah Islam Nagar Street No 04  
 Tehsil & District Rahim Yar Khan

**BRIEF OVEVIEW:-**

1. To pursue attractive executive position in a dynamic department of any organization offering career opportunities and allowing me to make significant contribution towards its success.
2. Committed team player which storing analytical & problem solving skills, willingness to relocate and ability to quickly adapt to new environments and technologies, dedicated to successful project completion.
3. Ability to understand client requirement and provide the best solution.
4. Strong leadership skills and proven ability to manage and motivate a team.

**PROFESSION SUMMARY:-**

**Major :** Marketing Customer Support & Accounts  
**Language :** English & Urdu & Punjabi

**ACADEMIC QUALIFICATION:-**

Testimonial	Year	Board/University	Major
B.A	2009	Islamia university Bahawalpur	Arts
D.Com	2007	P.B.T.E Lahore.	Accounts
Matriculation	2005	B.I.S.E Bahawalpur	Science

**OTHER SKILLS:-**

- Communication & Public Relation Skills.
- Enjoy work in challenging atmosphere.
- Time management skills.

**COMPUTER OPERATING SKILLS:-**

**Computer Application:-** All kind of PC Hardware & Functionally knowledge.  
 MS Office / MS Word / MS Power Point / MS Excel.

**PROFESSIONAL EXPERIENCE:-**

**Field :** Marketing, Accounts & Clerical  
**JDW GROUP (JDW Sugar Mills Ltd Corporate Farms Ghotki)**  
 ➤ As a Data Incharge and Supervisor ( From 30-11-2010 to till date

➤ **REFERENCE PERSONAL:-**

Will be furnished on demand.