AASHIK ALI

Doha, 974 | 74759811 | aashiqalli136@gmail.com

Professional Summary

Human resources representative with experience managing employee benefits, employee hiring and onboarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Skilled at building and maintaining relationships, representing shared company values and managing employees across all levels of an organization. Proficient with HRIS and benefits management.

Skil

ts

- Employee Relations Management (ERM)
- Event networking
- Employee experience expertise
- Multitasking
- Strategic thinking
- Finance
- Business Management
- Laws and Regulations
- Recruiting Software

- Social Media Handling.
- Administrative.
- Microsoft Windows10/11, and Office 2016
- Digital Literacy
- HR Reporting
- Interviewing
- Talent Management
- Onboarding

Work History

Marketing Officer 03/2020

02/2018 to

QUICK SOLUTION TRADE. CONT. & CLEANING W.L.L-Doha, Qatar

- Lead team of Copywriters, Social Media Strategists and Graphic Designers.
- Support the marketing leadership team through the organization and administrative support for various projects.
- Maintain strong communication between marketing executives and internal and external stakeholders.
- Coordinate employee meetings and communications for the marketing department.
- Maintain executive schedules and oversee project load.
- Plan, prepare and deliver presentations on behalf of the marketing team.
- Conduct research for key marketing campaigns.
- Help brand meet its goal of increasing revenue by 25% through thoughtful marketing initiatives.
- Designed metrics to measure and then leverage marketing data to reach more customers.
- Created drip email campaigns to nurture sales leads, attracting up to 50 new customers per month.
- Help marketing team create wide variety of marketing materials, such as white pages, eBooks and brochures.
- Work directly with project managers, designers, social media, and content teams to design and implement key marketing campaigns.

- Perform competitive research to understand what is happening in the market and incorporate your findings into each campaign for better results.
- Facilitate cross-functional communication among project stakeholders

HR Representative

05/2020 until

now

Bayt Al Jannat - Doha, Qatar

- Linked Reviewing hiring practices to eliminate biases
- Strategizing to increase workplace diversity through recruiting efforts.
- Updating workplace policies that may adversely affect specific communities.
- Educating employees about issues such as anti-racism, sexism and gender identity in the workplace.
- Offering perks that support employees, such as inclusive health care options or flexible work schedules.
- Supporting the development and implementation of HR initiatives and systems
- Providing counseling on policies and procedures
- Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Offering perks that support employees, such as inclusive health care options or flexible work schedules for parents.

Education

Higher Secondary in Management (10+2)

2013

Rajarshi Janak Higher Secondary School - Janakpur, Nepal

School Leaving Certificate (SLC)

2011

Shree Nawajeevan VidhyashramHigher Secondary School - Jutpani, Nepal

Language

• Fluency in English, Hindi and Nepali

Reference

• Will be furnished on demand

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MOFA, DEPARTMENT OF PASSPORTS

















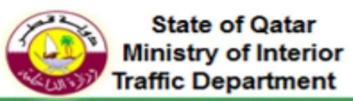
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DRIVING LICENSE

رخصة سوق

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لرقم الشخصي



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NAME AASHIKALI		
NAT. NEPAL		الجنسية نيبل
DATE OF BIRTH	1995-04-20	تساريخ الميلاد
BLOOD GR.		فصيلة الدم
FIRST ISSUE	2023-10-04	ت .اول إصدار
VALIBITY	2028-10-03	at 45001 in

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HIGHER SECONDARY EDUCATION BOARD

NEPAL

(Estd. Under the Higher Secondary Education Act, 1989) Academic Transcript A 0482646

Name of the Student : AASHIK ALI

Date of Birth: 2052/01/07 RAJARSHI JANAK H S SCHOOL, JANAKPUR, DHANUSHA

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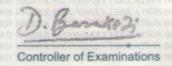
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Percentage of aggregate marks secured in Grade XI and XII: 54.80

Year of Completion : 20₇₀ (2013) Checked by

Verified by



To pass the examination candidates must secure 35% marks in theory and 40% marks in practical

15% and above - Distinction 60% and above - First division

Date of Issue : 2070/06/

State Of Qatar Residency Permit



ID.No: 29552410921

D.O.B: 20/04/1995

Expiry: 16/02/2025

نيبال

NEPAL Nationality:

مندوب Occupation:

الرقم الشخصىي

تاريخ الميلاد:

الصلاحية:

الجنسية:



رقم جواز السفر:

تاريخ انتهاءالجواز:

نوع الرخصية:

الرقم المسلسل:

المستقدم:

الإسم: اسيك على

Name: AASHIK ALI

Passport Number: PA2204288

Passport Expiry: 18/12/2033

Serial No: 31129552410921

Residency Type: عمل

Employer: يبت الجنات للتجارة والمقاولات والخدمات

مدير عام الإدارة العامة للجوازات General Director of the General Directorate of Passports

توقيع حامل البطاقة Holder's signature



