

# AASHIK ALI

Doha, 974 | 74759811 | aashiqalli136@gmail.com

## Professional Summary

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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.

## Skills

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- 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 Windows 10/11, and Office 2016
- Digital Literacy
- HR Reporting
- Interviewing
- Talent Management
- Onboarding

## Work History

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### Marketing Officer

02/2018 to

03/2020

#### **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

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### Higher Secondary in Management (10+2)

2013

Rajarshi Janak Higher Secondary School - Janakpur, Nepal

### School Leaving Certificate (SLC)

2011

Shree Nawajeevan Vidhyashram Higher Secondary School - Jutpani, Nepal

## Language

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- Fluency in English, Hindi and Nepali

## Reference

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- Will be furnished on demand





State of Qatar  
Ministry of Interior  
Traffic Department

دولة قطر  
وزارة الداخلية  
إدارة المرور



DRIVING LICENSE

رخصة سوق

29552410921

الرقم الشخصي

الاسم اميك على



NAME AASHIK ALI

NAT. NEPAL

الجنسية نيبال

DATE OF BIRTH 1995-04-20

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2023-10-04

ت. اول إصدار

VALIDITY 2028-10-03

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

Authorized Vehicles

المركبات المصرح بقيادتها

ملاحظات

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses	<input type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عدسات Lenses	<input type="checkbox"/>
LOADER شيل 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	اوتوماتيك Automatic	<input type="checkbox"/>
FORKLIFT رافعة شوكية 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps	<input type="checkbox"/>
OTHER اخرى 	<input type="checkbox"/>	TRAILER قاطرة ومقطورة 	<input type="checkbox"/>	إعاقات سمعية Hearing Usability	<input type="checkbox"/>
				التبرع بالأعضاء Organ Donation	<input type="checkbox"/>

Licensing Authority

سلطة الترخيص



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

Subjects	Full Marks	Pass Marks	Marks Secured	Remarks
<b>Grade XI</b>				
English	100	35	49	
Nepali	100	35	54	
BOOM	100	35	49	
ACCOUNTANCY	100	35	66	
ECONOMICS	100	35	36	
<b>Total</b>	<b>500</b>		<b>254</b>	
<b>Grade XII</b>				
English	100	35	41	
Nepali	100	35		
BOOM	100	35	42	
ACCOUNTANCY	100	35	78	
ECONOMICS	100	35	51	
BUSINESS MATHEMATICS	100	35	82	
<b>Total</b>	<b>500</b>		<b>294</b>	
<b>Grand Total</b>	<b>1000</b>		<b>548</b>	

Grade XI	
Year	Symbol Number
2069	162077

Grade XII	
Year	Symbol Number
2070	21713333

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

Year of Completion : 2070 (2013)

Checked by

Verified by   
 (Deputy Controller)

Controller of Examinations

Grading System :  
 75% and above - Distinction  
 60% and above - First division  
 45% and above - Second division  
 35% and above - Pass division

To pass the examination candidates must secure 35% marks in theory and 40% marks in practical papers, separately.  
 Note : \* means a student has passed in the second attempt.  
 \*\* means a student has passed in more than two attempts.

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29552410921

الرقم الشخصي:

D.O.B: 20/04/1995

تاريخ الميلاد:

Expiry: 16/02/2025

الصلاحية:

نيپال

الجنسية:

Nationality:

NEPAL

Occupation:

مزدوب

المهنة:



الإسم: اسبيك علي

Name: AASHIK ALI

Passport Number:

PA2204288

رقم جواز السفر:

Passport Expiry:

18/12/2033

تاريخ انتهاء الجواز:

Serial No:

31129552410921

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

بيت الجنات للتجارة والمقاولات والخدمات

المستقدم:

مدير عام الإدارة العامة للجوازات

General Director of the General  
Directorate of Passports

توقيع حامل البطاقة

Holder's signature

