

# MUHAMMAD IDREES

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**Hiring Manager**  
GIZ

Islamabad Office,  
ICT, Pakistan

**Dear :**

I am organized and detail-oriented professional seeking Junior Administrative Specialist position within GIZ's S4D program. Passionate for sports and social development, aligning with GIZ values and program goals.

Proven skills in:

- Project management: Timely completion within budget and resources.
- Administrative tasks: Efficient handling of scheduling, budgeting, travel, and data.
- Communication/collaboration: Effective communication with stakeholders and strong team relations.
- Problem-solving: Proactive identification and resolution of issues.

Additional experience:

- Software development: Designed web systems for improved efficiency.
- Social media management: Cultivated and engaged online communities.
- Multilingual proficiency: Fluent in English, Urdu, and Pushto.

Dedicated to using sports for positive social change and eager to contribute to the S4D program's success. Here is my Resume attached. Available for an interview.

Thank you.

**Muhammad Idrees**