### Career Objectives

I want to join such organization which utilizes my entire potential and gives me chances to open more horizons and where I can apply all my skills and knowledge to achieve entire satisfaction for myself, employer and the valuable organization*.*

### Education

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* **Master of Science in Project Management\* 2012-2014 3.83/4.00 CGPA**

Comsats Institute of Information Technology, Islamabad

* **Master of Public Administration (HRM) 2011-2013 3.85/4.00 CGPA**

Bahauddin Zakariya University, Multan

* **BS (Economics) Hon’s 2007-2011 3.52/4.00 CGPA**

Bahauddin Zakariya University, Multan

* **F.Sc (General Science) 2005-2007 60%**

Govt. College of Science, Multan

* **Matric (Science) 2003-2005 60%**

Arfaa Science Secondary School, Multan

### Employer History

**Training Coordinator (March. 2014 - Till the date)**

World Health Organization, Islamabad

* Coordinate with respective MNCH Centers
* Provide administrative support to entire training
* Handle finance for participants and facilitators of trainings
* Prepare status and performance reports
* Procurements planning and to deal with vendors

**Internship (Jan. 2013 to Feb. 2013)**

Security and Exchange Commission of Pakistan, Head Office Islamabad

* S.W.O.T analysis of commission
* Worked in Management effectiveness department.
* Gained deep exposure of procurement.
* Develop data base for the procurement of year 2008-2012.

**Internship (Jun. 2010 to Aug. 2010)**

National Bank of Pakistan Head Office, Multan

* SWOT & Marketing strategy analysis of NBP
* Gained thorough exposure of Foreign Exchange Department
* Worked in seven different department and worked with diversified work force

### Field Experience

* Professional Development Executive: **Project Management Institute, Islamabad Chapter, Islamabad**
* Associate Secretary: **Multan Association of Social Sciences**
* Organizer: **In Different Academic Programs and Formal Informal Functions**

### Skills

* Professional grip at MS Office, SPSS, Primavera P6, MS Project, PREZI
* Excellent communication, coordination, negotiation and event management
* Multi-tasker, team player and highly adaptable to perform in multicultural locale

### Academic Projects

* **MS THESIS**: Impact of communication deficiencies on social development projects in education sector of Pakistan
* Planning report of DAM Construction project in Pakistan
* Multifarious recognition system for intelligent detection
* Monitoring Evaluation and control system of Ufone (Cellular Company)
* Public Corporations: White Elephant?
* “Siraiki Province” or “Administrative Unit”
* Defense Expenditure: Pros and Cons (A case study of Pakistan)

### Certification

* Six sigma: White Belt Certified

### Linguistic Proficiency

Multilingual, having excellence in written and spoken:

* English, Urdu, Siraiki and Punjabi

### Interests

* Playing badminton, reading books, columns and essays
* Traveling and participating in seminar and literary programs

### Personal Dossier

**Date of Birth :** July 31st, 1990

**Nationality :** Pakistan

**CNIC# :** 36302-0349166-5

**Domicile :** Punjab

**Reference :** Furnished upon request