



ABDUL BASIT

A-114, Gulshan-e-Iqbal-19, Karachi, Pakistan 75300

+92 310 2969467

aghabacit@outlook.com | abk887721@gmail.com

<https://www.linkedin.com/in/aghabasit/>

SUMMARY

Experienced and devoted individual with a strong background in understanding the complexities of human behavior & hi-tech work. My expertise includes effective teaching, teamwork, leadership, counseling, critical thinking & problem-solving attention to detail, and a strong work ethic. Further, I possess excellent communication skills, technical skills; graphic designing, video-editing, Microsoft office & data-entry management. With a desire to learn and grow in the field, I am excited to pursue opportunities that will allow me to positively impact individuals and communities.

SKILLS

- Psychological Testing & Assessment
- Report Writing
- Teamwork & Leadership
- Counselling & Teaching
- Analytical, Creative, Critical Thinking & Problem-Solving
- Graphic Designing & Video Editing
- Microsoft Office & Various Software's

WORK EXPERIENCE

Volunteer Staff & Team Member

The LEADING Foundation, NGO, Karachi.

Feb 2021 to present

Part of the organization's management team, responsible for leading members, my other responsibilities include,

- *Social service & governance.*
- *Corporate social responsibility, Marketing, and Fundraising.*
- *Organizing, leading, and attending events.*
- *Creating and Maintaining Community links.*

Psychology Intern

Dr. A.Q. Khan Center Institute of Behavioral Sciences (DUHS), Karachi, Pakistan.

Feb 2023 to Mar 2023 '2 Months (120 hrs.)

Responsible for all case studies, writing reports, and preparing treatment plans. Other responsibilities comprise;

- Psychological Testing including, RISB, PMR, MMPI, VABS, HFD, TAT, DAP, etc.
- Daily Reading and Understanding of **DSM-Vtr** and discussion of Disorders.
- Psychological Assessments, Testing, and interpretations.
- Daily Attending and Observing Psychological cases.

Front Desk Officer | Social Media Manager

Kazmi Associates, Karachi, Pakistan.

July 2022 to Jan 2022 '7 Months

Responsible for greeting and welcoming clients, and receiving and delivering all the information.

Furthermore,

- Handling and Maintaining Social Media Platforms.
- Leads Generation and Working on Graphics.
- Customer service and dealing with clients.

Data Entry Specialist | Operator

Alamgir Institute of Engineering & Technology, Karachi, Pakistan.

Feb 2019 to April 2019 '3 Months

Responsible for Entering customer and account data from sources within time limits. Moreover,

- Compiling, verifying accuracy, and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output.
- Scan documents and print files, when needed.
- Respond to queries for information and access relevant files.
- Keeping information confidential.

Home Tutor | Teacher

Reliable Tutors Academy “Part Time”, Karachi, Pakistan.

Nov 2019 to Jan 2022 '2 years 3 Months

Worked with students to improve their skills in certain subjects and other job duties includes,

- Prepare lessons, and assign and correct homework.
- Prepare and correct tests.
- Evaluate students' progress and discuss the results with students and/or their parents. Identify students' individual learning needs.

QUALIFICATIONS

B.Sc. (Hons.) Applied Psychology, 2024

National University of Modern Languages, Karachi Campus.

Aspiring Specialization will be in the field of Clinical Psychology / Educational Psychology.

F.Sc./ Intermediate Pre- Engineering, 2020

Government Degree Boys' College Pano Aqil, Pano Aqil.

Matriculation, Computer Science, 2016

Shah Abdul Latif Grammar School, Karachi.

CERTIFICATIONS

- Membership Certificate, Australian & New Zealand Mental Health Association Inc.
 - Internship Experience Certificate, Institute of Behavioral Sciences (DUHS).
 - Internship Experience Certificate, Alamgir institute of engineering & technology.
 - World Mental Health Day, Workshop Organizer, NUML, Karachi Campus.
 - Creative Intelligence, Workshop Team Leader, NUML, Karachi Campus.
 - Graphics Designing, Alamgir institute of engineering & technology.
 - Video-Editing & Animation, Alamgir institute of engineering & technology.
 - Microsoft Office, Alamgir institute of engineering & technology.
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LANGUAGES

- English
 - Urdu
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Knowing that my resume cannot convey all that I have to offer, I would greatly appreciate the opportunity to meet with you to further discuss the qualifications and services I am capable of providing. Thank you for your time and consideration.



Abdul Basit