

# Shakeel Ahmed

Flat No: 16, Capital Compound  
Sector E-11/4, Islamabad  
Contact: 0331-8244410, Email: shakeelahm94@gmail.com



## Summary

A self-motivated and hardworking professional able to use own initiative and work as part of a team. Proven leadership skills to achieve organization's objectives. An effective communicator at all levels within an organization. Good problem solving and analytical skills. Seeking a job opportunity which will allow me to use my skills and increase my experience.

## Leadership Skills

- Relationship Building
- Agility and Adaptability
- Innovation and Creativity
- Employee Motivation
- Decision-Making
- Conflict Management
- Negotiation
- Critical Thinking

## Competencies

- Coordination
- Communications skills, Both oral and written.
- Self-motivated
- Strong writing and Representation

## Languages

- English
- Urdu
- Sindhi

## Work History

**Administrator-** 01/01/2023 to date  
**The Bhurgri Institute of Nursing, (Matli)**

- Student Record Keeping
- New Admission Inductions
- Class Schedule Managing
- Events Organizing
- Fees Structure

**Assistant-** 03/06/2019 to 2/06/2020  
**Research & Development Foundation RDF, (Hyderabad)**

- Project Documentation
- Office Management
- Office Inventory Responsibilities
- Incoming and Outgoing Mail records
- Confidential Documents Responsibilities
- Other task assign by seniors.

## Trainings/Seminar

- Participation in Entrepreneurial Leadership in the CPEC Perspective by (NDU), Islamabad – 2018
- First National Research workshop at (NDU), Islamabad- 2018

## Education

**BS-Leadership & Management Studies (LMS) - 2023**  
**National Defence University (NDU), (Islamabad)**

**Intermediate (Pre-Engineering) - 2017**  
**Board of Intermediate and Secondary Education, (Hyderabad)**

**Matriculation (Science) - 2014**  
**Board of Intermediate and Secondary Education, (Hyderabad)**

## Personal Information

Father Name	Muhammad Ismail
Domicile	Badin (R) Sindh
N.I.C No	41103-5438536-3
Date of Birth	02-Sep-1999
Marital Status	Single