
Professional Resume

Date of Birth: 30-06-97

Age: 26 YEARS

Address: Village Muhammabad post office and tehsil Danyor District Gilgit.

Contact: (+92-336) 5979161 (+92-312) **0058853**

Email(s): Kainatasad98@gmail.com

Personal Information

Marital Status: Single
CNIC #: 42401-8697243-6
Language Competency: English, Urdu, Burushaski
Domicile: Gilgit_Baltistan
Nationality: Pakistani

Kainaat Asad is research savvy, keen to learn new things, have good hand on administrative tasks, responsible in office management, have good critical approach, goal oriented, have an exceptional approach to problem solving, and have leadership qualities. Kainaat is motivated to work on diverse, challenging and humanity driven tasks. She believes in achieving goals with collective efforts of team members and holds a professional attitude towards colleagues.

Professional Certification & Academic Education

Degree: **M.Phil. History**
Level Attained: 2021-2023
Institute: Department of History, Quaid-e-Azam University, Islamabad

Degree: **BS International Relations**
Level Attained: 2020 (1st Division)
Institute: School of politics and International Relations, Quaid-e-Azam University, Islamabad

Education: **FSC**
Level Attained: 2016 (1st Division)
Institute: Army public school and college system, chinar campus, Murree.

Education: **SSC**
Level Attained: 2013 (1st Division)
Institute: Fazaia Inter college, PAF Lower Topa, Murree

Experience

Organization: MUSLIM HANDS, PAKISTAN (Gilgit Baltistan)

Organization Type: INGO

Designation: **Volunteer**

Tenure: July 2020- April 2022

Brief Job Description: Volunteer services.

- Prepared timeline of research projects and results
- Developed budgets for the ongoing projects.
- Management of project details
- Project site visits and community visits
- Organizing community events and organizational events as per schedule

Organization: E-HANDS Organization Islamabad

Organization Type: NGO

Designation: **ASSISTANT HR**

Tenure: March 2017- September 2019

Brief Job
Description

HUMAN RESOURCE and Office Administration

- Maintenance of Balance sheet of funds
- Prepare, manage, and control funds for relief events.
- Compiling organizational reports and social service reports
- Managed campaign content for NGO
- Performs related duties as assigned.

Designation:

Accountant / Administrator.

Tenure:

January 2019 to September 2019

Brief Job

Description:

- Assist in Monthly closings and preparation of financial statements.
- Assist in accounts receivable and accounts payable management.
- Account/bank reconciliations

Administration.

- Make sure that the telephone, fax machine and other Company assets & utilities are in working order and are used judiciously.
- Maintain and allocate the office equipment and vehicles according to Company rules and procedures.

Professional Expertise / Knowledge

1 Data collection, management, and record keeping. 2. Documentation and report writing

3 Good communication skills and highly adaptative to teamwork 4. Goal oriented and leadership

5 Tech and research savvy for assigned projects

Other Skills & Abilities

1 Problem-solving skills and results oriented. 2 Excellent attentions to details;

3 Excellent interpersonal communication and presentation skills. 4 Love to learn new things.

5 Good Organization and administrative Skills. 6 A vibrant and amicable personality.

7 I can cope with failures and try to learn from my mistakes.

References

To be furnished upon request.