



Nabeel Ahmed

Social Organizer

+92.300.3022693

mirnabeelahmed@hotmail.com

Other, Tando Jam, Pakistan

Summary

Mr. Nabeel Ahmed professionally having overall 4 years experience in Marketing, Business sector, Administrative support, Team Leadership, Emergency response. Academically Mr. Nabeel Ahmed has M.Sc.(Agri) Hons in Agriculture from Sindh Agriculture University, Pakistan. To join a dynamic company/organization, offering ample opportunities for professional growth. To seek challenging and career-oriented position in a reputable company/organization, where I can utilize my skills and experience for betterment of masses, and can create good reputation for the company for myself.

Skills

English and Urdu language | Knowledge of moving emergency relief | Knowledge of office procedures | Project Management | insurance | M&E frame work | 4- Knowledge of Taxation | Ability To Follow Instruction | Ability To Handle And Maneuver Fragile Stock With | Ability To Present Concepts Verbally | Ability to remain calm | Ability To Remain Calm | Ability To Work In Diversified Environments | Ability To Work Under Pressure | Able To Deal With People | Academic Databases Management | Academic Libraries | Academic Researching | Account Management | Account Sales Strategies | Accountability | Accounting | Accounting Software Command | Accounts Administration | Accounts / Manager | Accounts Finalization | Accounts Reconciliation | Accounts'Administration | Accredited Training | Active Learner | Active Learning | Adaptive Leadership | Adaptive Management | ADC Ops | Admin Assistantce | Admin Assisting | Administration | Administration Knowledge | Administrative Organization | Administrative Skills | Administrative Tasks Handling | Administrative Tasks Management | Adminstrative Assistance | Adoptable To Changes | Adult Participatory Learning | Adventure Travel | Advertising Researching | Advocate of Teamwork | Affiliate Marketing Principles | Agile Project Management

Experience

- Nov 2022 - Present** **Social Organizer**
Shifa foundation, Sanghar, Pakistan
Working on child protection in flood effected areas of Sanghar district
- Jan 2021 - May 2021** **Community Mobilizer**
The Palladium Group, Matiari, Pakistan
DAFPAK (PSSD) programme funded by FCDO.
- May 2019 - Apr 2020** **Assistant Manager Programs**
Management & Development Foundation, Hyderabad, Pakistan
 1. Worked Insaf Health Card Project in Tharparkar District, Sindh, Pakistan.
 2. Managed Data Entry Operator teams.

Apr 2018 - Feb 2019

Field Supervisor

Management and Development Centre, Hyderabad, Pakistan

- Coordinate with SIDA authorities for the smooth functioning of the project;
- Train and facilitate field team/enumerators about data collection;
- Monitor the process of data collection and field activities;
- Contribute to develop database for the assignment;
- Collect data from the enumerators or field team;

Mar 2017 - Feb 2018

Social Mobilizer

Sindh Rural Support Organization (SRSO), Khair Pur Mir, Pakistan

Jan 2014 - Dec 2014

Office Assistant

Information & Archives Department, Karachi, Pakistan

- Worked under Sindh Archives Director, it was Governmental Project.
- Duty was at Main Emergency & Security Monitoring Room in main office of Information & Archives Department, Sindh Archives Complex, Clifton, and Karachi.
- Answering and receiving phone calls.
- Updating files and registers related to attendance and work of the staff.
- Facilitate Guests & Visitors who visit Sindh Archives Complex.
- Maintain office equipments.
- Supervise office lower Staff on daily routine.
- Reporting of maintenance.
- Assist Project manager and any other job assign by management.

Education

2017

Sindh Agriculture University

MSc , M.Sc

Agriculture, Social Sciences

CGPA: 3.0/4

2013

Sindh Agriculture University

B.Sc (Hons)

Agricultural Extension, Social Sciences

CGPA: 3.2/4

2010

Aptech Computer Education

Certification , Data Entry-cum-Computer Operator

Completed

2007

Public School Hyderabad

Intermediate/A-Level , F.Sc Pre-Engineering

Engineering

Percentage: 65%

2005

Public School Hyderabad

Matriculation/O-Level , Matric in Computer Science

Computer Sciences and Information Technology

Percentage: 70%

Projects

Research & Development for Human Resources Sindh

<http://www.hdrsindh.org.pk>

NA

Languages

Urdu
Expert

English
Expert

Sindhi
Expert