

Saman Jamil

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OBJECTIVE:

- Looking for an opportunity where I can apply all that I have learned from academics and experience and at the same time gain higher learning and further enhance my skills.
- Be part of a dynamic team and utilize my management, organisational and administrative skills to benefit mutual growth and success.

ACHIEVEMENTS:

- Recipient of gold medal for securing 1st position in all FGEIs (Federal Govt Education Institutions).
- Recipient of merit certificate by securing 3rd position in bachelors in the entire district.
- Always been in the top 2 - 5% of the class.
- Recipient of merit based HEC Financial Aid Scholarship.
- Secured 2nd position in English debate competition.

EDUCATION:

2023	University of Science and Technology Bannu M.A Political Science <ul style="list-style-type: none">• Course work in Political Philosophy, Political Systems and Pakistan in world affairs etc.	Bannu
2018	Quaid-e-Azam University Islamabad M.Sc.: Defence And Strategic Studies (Degree equivalent to International Relations) <ul style="list-style-type: none">• Emphasis on defence & international relations with a special focus on South Asian Region• Coursework in Strategic Dynamics of South Asia, dynamics of Pakistan's foreign and defence policies, Terrorism: Regional perspectives, Geopolitics and Security, use of force & International law, nuclear proliferation, military geography, arms control and disarmament and International politics since 1945.	Islamabad
2016	University of Science and Technology Bannu Bachelors Of Arts <ul style="list-style-type: none">• Major subjects: Political Science and Islamic studies.	Bannu
2014	FEF Girls Degree College Bannu Higher Secondary School Certificate (BISE Bannu): Pre-Medical <ul style="list-style-type: none">• Coursework in Chemistry, Biology, and Physics.	Bannu
2012	FG Girls Public High School Bannu Cantonment Secondary School Certificate: General Science Group <ul style="list-style-type: none">• Coursework in Chemistry, Biology, Physics and Mathematics.	Bannu

SKILLS:

- Excellent interpersonal and communication skills.
- Multi-linguistic -English, Urdu, & Pashto.
- Proven experience as an office administrative assistant.
- Well-developed computer skills with ability to use PowerPoint, MS Word and MS Excel etc.
- Ability to work in a team and lead as needed.
- Good organisational and time management skills with ability to multi-task.
- Highly professional and flexible attitude.
- Innovative and problem solving abilities.
- Motivated and committed to personal and professional growth.

JOB EXPERIENCE:

Worked as an administrator in Flying Officer Maryam Mukhtiyar Shaheed Vocational Center PAF Camp Badaber Peshawar under the umbrella of Khyber Pakhtunkhwa Technical Vocational Education Training (KPSTVET).

Time Period: December 2018- June 2020

Responsibilities:

1. Ensure the evaluation of entire staff members and submit quarterly evaluation reports of the staff to the Head Office.
2. Ensure that the policies issued by Head Office from time to time are implemented and followed in letter and spirit.
3. Liaise with senior administrative assistants to handle requests and queries from senior managers.
4. Monitoring of all the funds allocated to the institute.
5. Documentation and record maintenance of all work related complaints.
6. Monitoring of all the assets of the institute.

REFERENCES & CERTIFICATE EVIDENCES:

Will be furnished upon request

I verify that the information contained within this Curriculum Vitae is true and correct.