Muzamil Ahmed

Flat 6 2nd Plaza Matro Waylz Near PDMA Office Quetta.

Cell #: 0312-8105341

Email: muzamilahmed072@gmail.com

Personal Statement:

Author is a mature, positive and hardworking individual, who has always strived to achieve the highest possible at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things and can work very well under pressure.

Personal Information:

|  |
| --- |
| ∙ Father’s Name Muhammad Fazil |
| ∙ Religion Islam |
| ∙ Nationality Pakistani |
| ∙ CNIC # 54302-4265597-7 |
| ∙ Marital Status Single |
| ∙ Local/Domicile Pishin |
| ∙ Native Language Pashto |

Education:

|  |
| --- |
| Qualification Board/University |
| B.Com  Government College, Faisalabad.  Commerce |
| Intermediate of Commerce  Board of Intermediate and Secondary Education,  Dera Ghazi Khan.  I.Com |
| SSC- Matriculation Board of Intermediate and  Secondary Education, Baluchistan |

Certificates:

|  |
| --- |
| Basic Computer Course  MS Word, MS Excel, MS Power Point  Diploma Holder |

Professional Experience:

Worked in IDO as Social Organizer And Data Entry For IOM Project Free Madical Camp's in Afghan refuge's.

Worked in Apex consulting Pakistan as Enumerator and Area field officer for 2years.

1.5 month experience in Qatar Charity harnahi earthquake emergency has a Finance offcier Social organizer and Distribution officer.

6 months experience in World Food Program as a Research Officer.

3 months experience as Social Mobilizer:

I have served in district Pishin for Benazir Income Support Program (BIS/NSER).

6 months experience as a Data Collector in BRSP.

Worked in coke agency as Sales Man for 6 Months.

3 months internship in ABL liyaqat bazar branch Quetta.

Professional Skills:

∙ Good Communication skills and can adjust in any sort of environment.

∙ Achieve any target in any sort environment.

∙ Good Knowledge of Computer Programmes Ms Office, MS word, E-mail, Excel, and Internet.

∙ Good Communication skill Mobilization, Report writing, Monitoring and record keeping. ∙ Social Mobilization identification and verification of the beneficiaries.

Hobbies:

∙ Listening Music

∙ Internet Browsing

∙ Reading Books

Languages:

|  |  |  |
| --- | --- | --- |
| **Languages** | **Reading Writing** | **Speaking** |
| English | Excellent Excellent | Fair |
| Urdu | Excellent Excellent | Excellent |
| Pashto | Fair Fair | Excellent |