

ADNAN SHAH

ABOUT ME

As an experienced Development Sector Individual with a focus on field activities, my primary goal is to effectively communicate the mission and impact of the organization to a diverse range of stakeholders. I am a collaborative and results-oriented professional who thrives in fast-paced and high-pressure environments. Overall, I am passionate about using expertise as a tool for positive change and am committed to leveraging my skills and experience to support organizations in achieving their missions.

EDUCATION

2015-2019

University of Peshawar

BS Computer Science

WORK EXPERIENCE

● Studio Production Team Lead

E-learning Services Private Limited

12/2019 - 12/2021

- Management of Studio Team
- Monitoring Production
- Training of Trainers on Delivering Online Lectures
- Camera Works
- Data Management & Handling

● IT Assistant

Inspire Pakistan

01/2022 - 01/2023

- Configuring Office Networks & Emails.
- Managing IT inventory & Operations
- Data & Email Backup Management.
- Training Staff on new Software and Hardware.
- **Additional Duties**
- Assisting Field Team in Field Activities (Trainings, Data Verification, Data Collection)
- Conducted FGD activity in Refugee Community with UNHCR.
- Assisted UNHCR Team in UNHCR CBI Project

● Market Liaison Officer & Livelihood Officer

Inspire Pakistan

02/2023 - Present

- Managing the livelihood component effectively and efficiently in according to PPA signed with the donor, as well as the project concept, procedures, budget, schedule, and rules.
- Work closely with project coordinator for the effective execution of project activities and the sharing of progress.
- Assisting project coordinator and MEAL with tracking, assessing the pertinent project, and providing donors with high-quality progress reports with the help of FGDs and skill assessment activities.
- Job Placement of Students & Beneficiaries.
- Training on Entrepreneurship and small scale business startup.
- Liaison with potential employers for the placements of POCs

CONTACT



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H-13/3 Opposite NUST
University Islamabad

LANGUAGES

- English
- Urdu
- Pushto

SKILLS

Photography

Videography

Video Editing

MS Office

Report Writing

Camera Works

Team Handling