ADNAN SYED

0333-9123940

Adnan\_ims12@yahoo.com

**Career Objective**

*To secure an entry level position in an organization that would fully employ as my academic training in are warding career that affords professional and personal growth.*

**Personal Details**

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| Father’s Name **: Syed Abbas (Late)** |

Date of Birth **: 18 Feb 1989**

CNIC **: 21201-0495922-5**

Marital Status **: Married**

Domicile **: District Khyber**

**Highlights of Qualification**

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| * Dedicated with well-developed Communication and Organizational Skills * Technically proficient, Self-starter, able to work Independently as well as in team environment, flexible, adaptable and self-motivated * Enthusiastic and always ready for new Challenges |

**Education**

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| **2013** | **Institute of Management Sciences Peshawar, Pakistan**  Master of Public Administration,( Specialization in Finance ) CGPA (3.50)  B.Sc. Electrical Engineering |  |
| **2011** | **F.G Degree college for men Peshawar cantt** |  |
|  | B.CS (Bachelor of Computer sciences) Statistics, Mathematics, Computer  2nd Division (University of Peshawar)  **FazaiaDegreeCollege, Peshawar** |  |
| **2008** | **Islamia college Peshawar, Peshawar** |  |

F.Sc Physics, Mathematics & Chemistry

(HSCC) BISE Peshawar

**2005 Muslim public school Peshawar cantt**

Matric (Faculty of Science)

(SSC) Peshawar Board

**Major subject Studied in Master of Public Administration**

**Specialization (Finance)**

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| * Financial Accounting * Principle of Management * Introduction to Marketing * Principle of Public Administration * Organizational Theory and Behavior * Financial Administration * Human Resource Management * Comparative Administration * Statistics * Change Management * Public Policy Analysis * Economic Analysis | * Computer Application * Planning and Development Administration * Financial Market and Institutions * Financial Risk Management * Strategic Management * Social Research Methods * Project Planning and Management * Strategic Financial Management * Investment Analysis and Portfolio Management * Research Thesis |

**Computer Skills and languages**

Computer Skills

* MS Office (word, excel, power point)
* SPSS
* Internet (Email, Searching)

**Languages**:

* Pashto
* Urdu
* Englis

**Personal Skills**

* Communications and presentation
* Writing proposal and research

**Trainings**

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1. Attend one day workshop on thinking aptitude organized by **Youth For Peace** on 16 Oct, 2012.
2. Successfully participation in five days capacity building workshop for youth organized by **CHANAN Development Association (CDA)** from16\_\_23rd June, 2014.
3. Successfully completed a one day **Operation and Maintenance Training (O & M)** organized for the community organizations of Tirah Maidan & Bazar Zakha Khel Khyber Agency on 24th December, 2014 organized by Social Cohesion & Peace Building Initiatives \_\_FATA Planning and Development Department Fata Sectariat, Peshawar.
4. Successfully completed a five days **LEADERSHIP MANAGEMENT SKILLS TRAINING (LMST)** organized for the community organizations of Tirah Maidan & Bazar Zakha Khel Khyber Agency from19th \_23rd December, 2014 organized by Social Cohesion & Peace Building Initiatives \_\_ FATA Planning and Development Department Fata Sectariate, Peshawar.

**Work Experience**

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**Organization: Dost welfare Foundation, Peshawar**

**Designation: Social Mobilizer**

**Period: Feb, 2014 to Dec, 2014**

**Project title**: Rehabilitation programmed for street living and working drug addict children of Peshawar.

**Job Descriptions**

1. To reach out the clients in their own settings.
2. To informed community about the services and attract clients towards services.
3. Conduct home visits and fallow-up visits for the solution of problems at community and home level.
4. Fallow daily/monthly action plan of the activities/sessions provide by the project coordinator.
5. Conducting sessions with drug addict street children on HIV/AIDS, types of hepatitis and child protection.
6. Networking with other NGO,s and government dept.
7. Registrations of drug addict street children with full information about their lives.
8. Submission of monthly reports to project coordinator.
9. Keeping proper record of the activity.
10. Children selection.

**Organization: NADRA Immigration (Torkham Terminal)**

**Designation: Data Entry Operator**

**Period: Aug, 2015 to Dec, 2015**

**Project title:** Rahdari Card Issuence System (RCIS)

**Job Descriptions**

1. Data Entry
2. Making daily report
3. Card printing, distributing and delivering
4. Resolving rejection
5. Corresponding
6. Give information to clients

**Organization: Chip Training & Consulting (PVT) LTD**

**Designation: Unit Supervisor**

**Period: From Jan, 2016 to March 2021**

1. Planning and Organizing
2. Implementation and Monitoring (Mapping)
3. Leading and Supervising for social Mobilization
4. Relating and Networking (Community engagement)
5. Data-base planning of interventions
6. Reporting/Output

**Organization: PROFESSINAL EMPLOYERS PRIVATE LIMITED**

**Designation: Union Council Delivery & Operation Officers**

**Period: From April 2021 to 30 June 2023**

1. High Quality UC level MP
2. All household level Data compile
3. All issues highlighted by third party monitors to be addressed
4. Relevant field staff attendance
5. Area & UC level MP revised
6. CHWs trained with standardized SIAs module before each SIAs
7. Logistic and vaccine supplies for SIA Timely SIA data send to DSC and DEOC
8. Field validation of MP
9. UC planning for vaccinating NA & persistently miss children’s
10. Moniter & supervise operations

**Organization: Chip Training & Consulting (PVT) LTD**

**Designation: Union Council Operation Officers**

**Period: From July 2023 to upto dates**

1. Planning and Organizing
2. Implementation and Monitoring (Mapping)
3. Leading and Supervising for social Mobilization
4. Relating and Networking (Community engagement)
5. Data-base planning of interventions
6. Reporting/Outpu

**Hobbies**

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* Reading books
* Sports
* Movies

**References: As per demand**