

CURRICULUM VITAE



CONTACT

Email

Axad.axi@yahoo.com

Cell Phone

0313-6899677

Address

Quetta To Chaman Road
Zangal Pir ALizai

SKILLS

MS Office – Strong Command

Typing Master

Outlook Excellent

Graphic Designing

LANGUAGES

Pashto – Strong

Urdu – Strong

English – Strong

Asad Ullah

About Me.

Dedicated professional with a proven track record in diverse roles, ranging from performance management and proposal coordination to law enforcement internships and private tutoring.

PERSONAL INFORMATION

Father Name : Usman Ghani
Sure Name : Achakzai
Date of Birth : 25-10-1998
CNIC : 54400-5147984-1
Domicile : Killa Abdullah
Nationality : Pakistani
Religion : Islam
Marital Status : Single

EDUCATION

2023 **Master's In Public Administration**
Grade A
University of Balochistan

2019 **BA**
2nd Division
Balochistan University Quetta

2016 **F.Sc. (Pre-Eng)**
1st division
Government Boys Inter College

2014 **Matriculation**
1st Division
St Mary's High School Quetta Cantt

CERTIFICATIONS

- 2 Year diploma of (ADIT) in Computer in 204
- English language at level 5 in 2014
- 3 Months typing diploma in 2019.

EXPERIENCE

Education Support Program UNICEF LSA District Killa Abdullah

July 2023 to Present

- Prepare monthly work/implementation plan and approved by District manager and send copy to District Education Officer and Directorate of Education(s) Balochistan, Quetta
- Prepare Monthly progress report based on the prescribed monitoring format to be entered into database at district level and submit to the District manager
- Assist the Manager in updating project information in-listing of children, Preparing SDPS, PTSMCs formation, champion clubs formation in SDP schools
- Develop sustained linkages between school and community in focused schools and train PTSMCs on agreed roles and responsibilities to promote local actions for school development.
- Prepare school visit PTSMC meeting reports based on planned project activities, strategies, achievements, constraints and actions taken at quarterly and annual basis.
- Facilitate Coordinator in identification and formulation of good practices and case studies of DUTCH activities mainly.
- Regular monitoring of Learning centers and provide support to tutors and school to bring awareness about education.
- Provide the support to learning centers in terms of content, follow-up of centers, children attendance, tutors attendance regularly on prescribed format and maintain the proper record of data.

Computer Assistant / Shaikh Zahid / 1 Year Responsibilities:

- Responding to customer requests and emergencies as needed.
- Monitoring computer systems for malfunctions and errors.
- Performing maintenance and updates on hardware and software systems as needed.
- Installing new hardware such as computers, servers, and other peripherals.

- Installing and updating software such as MS Office, antivirus, and operating systems.
- Troubleshooting and diagnosing technical issues.
- Implementing repairs and updates based on diagnostic assessments.
- Providing customers with training on the operation and maintenance of various computer systems

**HR Intern / AI - Khidmat / 1.5 Year
Responsibilities:**

- Update our internal databases with new employee information, including contact details and employment forms
- Gather payroll data like leaves, working hours, and bank accounts
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Prepare HR-related reports as needed (like training budgets by department)
- Address employee queries about benefits (like number of remaining vacation days)
- Review and distribute company policies in digital formats or hard copies
- Participate in organizing company events and career days