



BOHIR AHMED

Company Secretary

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Turbat, Quetta, Baluchistan, Pakistan

SUMMARY

Overseeing all office activities is a motivated office administrator and monitoring with five years of experience. My hard work required me to handle more than 100 phone calls and emails per day in addition to doing daily tasks including preparing many reports, keeping track of the calendars of 20 office team members, and filling out various business documents. I'm eager to put my technical and administrative abilities including my ability to make quick decisions under duress, solve problems, analyze critically, and work well in a team to use. On numerous projects for organizations and institutions, such as the World Health Organization and the Health Department, Government of Baluchistan, I effectively led teams and performed in an administrative capacity. a versatile and adaptive person that has a strong work ethic and is eager to help the business grow.

EXPERIENCE

Company Secretary

09/2022 - 09/2023

Can-Pak Quetta

- Maintain Close Coordination with Government line departments and Company Management.
- Represent Company point of view/ policy briefing in public and Media (Print/Electronic).
- Weekly Monthly updates, Quarterly and Annual and project progress reporting.
- Supervision and Management of Company offices and staff (HR, Finance, Leave and attendance records) Assistance in Company Registration and Bank Account Opening and other legal documentation.
- Conduct Seminars, Workshop, meetings at provincial and district level for Investors and Stake holders.
- Watch out for proper application of corporate policies, such as those pertaining to corporate social responsibility. Resolve and address disputes and issues among stakeholders.
- Management, record keeping & Documentation of all records related to company.
- Maintain close coordination and positive relation with Project stake holders (Investors, Non-Governmental Organizations, local community, Press, Tribal and Political leaders, etc.
- Planning, Monitoring and implementation of community development activities in project surrounding areas. Financial.

Temporary Tehsil Support Programme-TTSP

01/2021 - 08/2023

World Health Organization-Turbat

- District Polio Eradication Committee Meeting Monitor Pre-Campaign Activities. Meetings of the Union Councils Polio Eradication Committee Assessment of the Micro Plan's Quality, Desk Review, Field Validation, and Mobile Population at High Risk. Trainings for UCMOs, AICs in charge of an area, and front-line employees (mobile teams). The last readiness meeting.
- Tracking the status of the teams' working intra-campaign activities. Management of the cold chain and vaccines. Taking 21-House Clusters. Data gathering and dashboard uploading.
- Taking 3 Clusters (15 Houses); • Monitoring Intra Campaign Activities. Repair team members, outreach personnel, and social mobilizers
- Check the community announcements for Mike, the mosque, and the vehicles. Attending DHO-led evening meetings at the district level. Data gathering and dashboard uploading.
- Advocacy communication and social mobilization activities should be monitored. School, Madrassa, neighborhood, and District Level AEFI Focal Persons awareness sessions. •
- Attending evening meetings at the UC and district levels to discuss gaps and issues by Deputy Commissioner presiding Data uploading to the NEOC dashboard.

Third Party Field Monitor-TPFM

09/2022 - 11/2022

Micro Merger -Turbat ↗

Typhoid Conjugated Vaccine Program (TCV)

Readiness Meeting Monitor Intra Campaign Activities Taking 3 Clusters (15 Houses) Fix site and Outreach teams. Skills Person, Assistant and Social Mobilizers Verify Mike, Mosque and Vehicle Announcements in Community Attending District Level Evening Meetings Chaired by DHO. Data Collection and Uploading on Dashboard

Nutrition Assistant-Social Mobilizer

01/2021 - 02/2022

Provincial Nutrition Directorate, Health Department Government of Baluchistan

Project: Central Emergency Response Fund (CERF) Project Nutrition Program, Provincial Nutrition Directorate, Health Department Government of Baluchistan

KEY RESPONSIBILITIES:

Plan, coordinate, oversee, implement, and report on the project's nutrition-related activities. Develop a communication network for this purpose in collaboration with the district coordinator.

- Give the healthcare professionals thorough field orientation and on-the-job training. In cooperation with the district health officer, identify the healthcare facilities that will be designated as OTP, TSFP, and NSC Sites in the corresponding districts.
- Assure the monthly conduct of meetings at the UC and Tehsil levels. In order to ensure inclusive planning, efficient implementation, and maximum impact of the nutrition interventions, maintain effective liaison with the department of health (including national programs for family planning & primary healthcare, MNCH, and EPI/PEI). Data from the project should be gathered, assembled, and analyzed in order to track progress monthly. Give the information management officer at the District Health Officer access to the data that was gathered.
- Conduct fieldwork on a weekly basis, report findings to the District Health Officer and District Coordinator as required, and develop suggestions for the nutrition program's improvement.
- Manage all associated operations, including the running/maintenance of the Stabilization Center and the stocking of nutrition supplements in the warehouse, in order to support the doctor and the teams.

Junior Executive

02/2020 - 03/2021

National Database & Registration Authority | Turbat, Baluchistan

- Assist to Executive Officer.
- Solve the issues of overseas applicants of English cards .
- Maintain the Database.
- Focus on their duties.
- Interaction with clients.
- organizing, coordinating, directing, and creating excellent outcomes independently and as part of a team.

Assistant IT

02/2018 - 02/2020

Jawad Tv Cable Network | Turbat, Baluchistan

- Analyze the requirements for the Jawad Cable network and organize IT the resources of the Jawad Cable network accordingly.
- Evaluating the needs of the choosing the most suitable software, hardware and other IT requirements such as networking. Managing junior employees in the IT department of the company.
- Provide troubleshooting solutions. Ensure that all IT requirements of a company are fulfilled.
- Ensure the smooth functioning of all IT infrastructure such as servers and network connections, besides hardware and software.
- Hiring new staff and taking care of their training. Ensuring security of the physical and virtual components of Information Technology such as security of the server rooms and installing virus protections and firewalls. Organizing data, storing them securely and creating backups.
- Monitor budget of the IT department. Data Management, Networking, Offices Work.
- Windows installation and tuning, Network Printers configuration, installing and configuring other business applications, Peripherals, and connectivity infrastructure.

IT

05/2014 - 08/2016

Makuran Resources Center | Turbat, Baluchistan

- Responsibilities as Network Manager, accomplished in delivering secure resilient systems on time and within the budget of the organization to meet the needs.
- Improved and upgraded while utilizing my skills in Microsoft Office, Computer and Information System Manager, Web Development, Database Administrator Management Information System and Computer Hardware Management.

- Received accolades for being sociable, committed, resourceful, and having a smart working style that always provided an edge over others.
- Provided technical support to end-users including software, hardware and network troubleshooting and solves IT related issues.
- Networking systems, Microsoft Office365, Visual Studio, SharePoint, LAN/WAN and Communications System.
- Offering end users technical assistance with network, software, and hardware troubleshooting and IT-related problems.
- Experience and expertise with the IT department, Microsoft Office365, SharePoint, LAN/WAN and radio communications systems, Firewalls Anti-Windows installation and tuning, Network Printers configuration, installing and configuring other business apps, peripherals, and connectivity infrastructure.
- Help with IT system development and improvement, warranty transactions for IT equipment, and database upkeep for IT assets and equipment.

EDUCATION

Information Technology University of Baluchistan - BS HONS-IT	03/2011 - 10/2018
Pre-Engineering Kech Grammar Intermediate School & College - Faculty of Science	03/2009 - 01/2011
Science Kech Grammar Intermediate School & College - Matriculation	03/2007 - 08/2009

CERTIFICATES

Communication for Development (C4D) IOM-UN	08/2023 - Present
Combating Gender-Based Violence Online • Amnesty international	05/2023 - Present
Confronting and Countering Gender-based Violence • Amnesty international	05/2023 - Present
Climate Change and Human Rights • Amnesty international	05/2023 - Present
Decoding Descent-based Discrimination • Amnesty international	05/2023 - Present
Introduction to Amnesty International • Amnesty international	05/2023 - Present
Digital Security and Human Rights • Amnesty international	05/2023 - Present
An Introduction Human of Rights • Amnesty international	05/2023 - Present
Freelancing Digi-Skill • Graphics Design • Freelancing • SEO	03/2023 - Present

- Databases
- Operating Systems
- Programming Languages
- Networking

SKILLS

Public speaking	Expert	Project Management	Advanced
Technical skills	Intermediate	MS-Office	Advanced
Communication	Expert	Graphics	Advanced
Management	Advanced		

LANGUAGES

Arabic	Basic	Urdu	Native
Baluchi	Native	English	Intermediate

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Dear Hiring Manager,

Through this letter, I'd like to let you know that I'm interested in applying for the Proposal/Administrator position. I'm really good at managing data and paying attention to details. I believe that my skills and background would make me a strong contender for the job because I'm curious by nature. Due to my familiarity with both the technical and artistic facets of the job, I have an advantage. The World Food Programme, NADRA, and the World Health Organization (WHO), among other commercial, multinational companies and governmental organizations, were among the fantastic opportunities I got to work with.

I've been a Monitoring and Nutrition Assistant for the past five years, where I've honed my administrative abilities while maintaining a strict schedule. Daily responsibilities in my attentive work included scheduling internal meetings, handling many clients, making reports for 10 office team members, and managing the directors' calendars. I also answered more than 100 calls and emails per day. I think my professional qualifications and excellent administrative background would make me a valuable addition to your team.

I appreciate you taking the time to look over my application, and I'd be happy to talk about it in more detail during an interview.

I've attached my resume for your consideration. I'm sure I can provide you with the abilities and drive you need .

Thank you for your time

BOHIR AHMED