



HAMEEDULLAH

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road Quetta

About Me

Highly motivated and results-oriented professional with a strong educational background in Commerce, along with specialized training in Project Management and Strategic Leadership and Management. Seeking a challenging position that allows me to utilize my skills and knowledge to contribute to the success of an organization.

Skills

- Project management
- Strategic thinking
- Communication
- ANALYTICAL THINKING
- MS Office , Word, Excel, and PowerPoint
- Typing 54 WPM
- Shorthand 94 WPM

Courses

Project Management
Certification, Coursera (2023)

Strategic Leadership and
Management Certification,
Coursera (2023)

Languages

English

Urdu

Experience

internee. National Database and Registration Authority

During my internship at NADRA, I gained hands-on experience in various HR functions, including recruitment, onboarding, and employee record management. I collaborated effectively with the HR team to ensure departmental responsibilities were carried out seamlessly. My experience gave me valuable insights into government HR practices and policies, which will be advantageous for my future career.

Administrative Assistant,

National Social Development Organization

Experienced Administrative Assistant adept at efficient office management. Skilled in handling calls, scheduling, and organizing files. Proactive contributor to streamlined operations and meetings coordination. Strong attention to detail for creating a productive work environment.

Education

Matric Science	653/1050	2014-2016
Best Way Model High School		

FSC Pre-Medical	642/1100	2016-2018
Government Science College		

BS Commerce	CGPA 3.12 /4.0	2019-2023
University Of Balochistan		

Diligent commerce graduate with expertise in accounting, finance, and marketing principles. A dedicated team player with strong analytical and communication skills. Eager to leverage knowledge and contribute to the success of a dynamic organization.