

# Hedayat Ullah

Administrative


## About Me

I am a qualified and professional Administrative with Ten years of experience in Development sector with Public & International Organizations. Strong, creative and analytical skills. Team player with an eye for detail.

## Expertise Skill

- Networking
- File Sharing, Printer Sharing
- Windows Configuration
- Microsoft Office
- Computer Hardware/Software
- Internet

## Contact Me

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## Education

- 2010-2012  
MBA-Human Resource Management  
Butiems
- 2007-2009  
B.COM  
University of Balochistan
- 2006  
F.A  
Balochistan Board
- 2003  
Matriculam  
Balochistan Board

## Certifications

- Computer Networking
- Office Automation
- Hardware and Software Installation
- Internet

## Activities and Interests

- Internet Browsing'
- Shopping
- Traveling
- Reading
- Cricket

## Languages

- Urdu (fluent)
- English (fluent)
- Pashto (fluent)

## Work Experience

- Monitoring and Evaluation assistant (PPHI) 4 Feb 2013- 31 March 2015.
- Temporary Tehsil Support Person (Polio Eradication initiatives WHO) 4 April 2015- 15 Dec 2016.
- Union Council Polio Officer (World Health Organization) December 2016- 31 May 2017.
- Business Development Officer (Askari Bank Islamic Division Pakistan) June 2017 - June 2019.
- Program Associate (Project Management Unit, Secondary Education Department. Government of Balochistan June 2019- September 2021.
- General Manager (Comfort Builders) September 2021- June 2023
- Zonal Trainer with World Health Organization. From June 2023 till date.

## References

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