

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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House no: 218-A, Al-Mashriqi
Street Arbab Karam Khan
Road, Quetta

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- Till Date.

References

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