**To:**

The director:

Chip Consultancy

**Date: 5, Feb, 2024**

**Honorable sir,**

**This is reference for the position CBV Admin and Logistic Assistant.**

I have an **MA Political Science** with other technical courses such as

**DBM** **(**Diploma in Business Management **and** Certification in office Management**)**

**Worked in data support center (DSC) Quetta**

I worked under two tuners from 2.4.2016 as Data Management Officer DMO and

Data quality officer **DQO in (DSC**) data support center Quetta till conclusion of project September 30.9.2023

Through Micro Merger Pvt. Ltd.ukWhich is holding a project of

**UNICEF** from 7 years of Polio initiative.

I know how to work and prepare mechanism of assigned different tasks by the

Focal person or program manager.

I am pretty well conversant with official letters.

I know how to inspect the required information by using tactics of research methodology of primary and secondary data of information.

I know how to manage and fallow office chain of command as well official hierarchy.

I would like to briefly introduce myself through data attached to this letter and hope

To be considered as a potential candidate for the aforementioned position and a meeting

Between us would be mutually beneficial.

I prove myself-trusted in resume and appreciate Please review my C.V which more fully details my qualification, work experience, general objectives & knowledge's and

Technical educations. I will be much appreciated if you would kindly consider me as

Candidate for interview. I am looking forward to meeting mutually convenient time.

You can also contact me by

**email:** [**Kamaluddin.dsc@gmail.com**](mailto:Kamaluddin.dsc@gmail.com) **OR**

**Contact No, 03083743169 WhatsApp 03063735398**

Thank you very much for your consideration in this regard

**Kind Regards;**

**Kamal Uddin**

**CURRICULUM VITAE**

Kamal Uddin S/o Pir Gul

**Kamaluddin.dsc@gmail.com**

**Contact No, 03083743169**

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| **PERSONAL INFORMATION** | Nationality: Pakistani  Date of Birth December 8th, 1981, Quetta  Marital Status: Single  Address Quetta  CNIC No. 54400-0365039-1  Total Experience 6 and half years |

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| **Qualification**  **Certification**  Micro Soft Office  TOFEL  PREFARATION  Level Advance  English  **Experience**  **Responsibilities**  **Experience**  **Responsibilities**  **Strong Points**  **Achievements**  **Languages**  **References** | **Have Done:**  **MA Political Science**  **(2nd Division)**  **Subjects:**  World Affairs, Human Rights, International Law, Functional English, International Economics Relations, Research Methodology, Comparative Politics and Political System, Muslim Political Concepts and Institutions,  Ancient and Modern Political Thoughts, Government and Politics in  Pakistan, Public Administration in Pakistan,  Local Government in Pakistan.  **BA, Bachelor of Arts (2nd Division)**  **Subjects:**  English, Sociology, Political Science, Pashto, Islamic Education, Pakistan Studies.  **F, A (2nd Division**)  From Board of Intermediate and Secondary Education Quetta  **Subjects**:  English, Urdu, Pashto, Islamic Education, Pakistan Studies, Civics  **Matriculation (2nd Division)**  From the Board of Intermediate and Secondary Education Quetta  **Subjects:**  English, Urdu, Islamiat, Pakistan Studies, Physics, Chemistry, Biology  Elective Math   * **Diploma in Business Management** **(C Grad)** from Pearl institute of Management and IT covering these subjects Statistics for Business * Marketing and Advertising * Personality Development * Computer Application * Financial Management/Cost Accounting * HRM (HUMAN RESOURCE MANAGEMENT) * MIS (MANAGEMENT INFORMATION SYSTEM) * Economics for Business   **Office Management (c” Grad) from pearl institute Quetta**   * Office Management/Organization Behavior * Business Communication * Business Accounting * Business Management * MS-Project   **Micro Soft Office**: from Pak I.T Quetta  MS Word, MS Excel, MS Power Point, MS Access, Internet Using, Adobe Photo Shop and Hardware.  **TOEFL**  (Test of English as a foreign language. Preparation from IRC International Resource Council Quetta  **Advance in English language**  From IRC International Resource Council  **Work**ed as data quality officer in DSC QTA:MCTDB  **Micro Merger DSc Quetta a project of UNICEF.**  Missed Child Tracking Data Base from 2nd Feb 2016  Data entry in MCTDB database validation and verification through by  data base to MS Excel**.**.  Making ‘PMC’ Persistently Miss Child Report  Manual and automatic in order to find out which child has been  Persistently missing from polio campaigns.  **Worked as area interpreter in PEI poverty eradication initiative**  **Loralai 06.01.2014 to 17.09.2014.**  Responsible to interpret the information and guideline in vulnerable area to deserved and skilled required people in order to provide better  Assistance.  **Good Communication skills**.  Leadership qualities.  Capable leader / motivator and to manage personal and staff in high pressure environment  **Self-motivated** and have the ability to work as a team player as well as independently.  Ability to work under pressure with tight schedule and multiple tasks.  Creative mind.  **English, Pashto, and Urdu fluently and equally**  **And written expression as well.**  Reference can provide in the base of require |