

CONTACT



Muhammad Tayyab

- 📍 I-9 Islamabad, Pakistan.
- ☎ +923356656560
- @ tayab6560@gmail.com

PERSONAL DETAILS

- Date of Birth : 21/08/2000
- Marital Status : Single
- Nationality : Pakistani
- Gender : Male

EDUCATION

- 2017-2021
 - **International Islamic University Islamabad**
Bs Economics
3.33/4.00
- 2019-2020
 - **National University of Modern Languages**
Special English Language Diploma.
72%
- 2015-2017
 - **Cadet College Kallar Kahar**
Fsc Pre-Engineering
64%
- 2013-2015
 - **Dera Ghazi Khan Board**
Matric Science
63%

PUBLICATIONS

- **Impact of Foreign Direct Investment, Official Development Assistance and Financial Development on Economic Growth: An Emperical analysis in selected Asian Countries.**

EXPERIENCE

- 27-03-2023 - Till date
 - **Coordinator (Admin)**
Shifa International hospital Ltd.
Performing administrative tasks, management of office supplies, trainees data record keeping. Assistance to HR department for monthly payroll.
- 27-09-2022 - 21-02-2023
 - **Administration Officer**
Medecins Sans Frontieres
Performing administrative tasks,HR data management, processing visa applications, movements plan and accomodations management.

PROJECTS

- **Pakistan Red Crescent Society**
Worked on community based project's and also as a team member in

different campaigns.

- Participated in First Aid Trainings and emergency response.
 - Management of Red Cross/Red Crescent week celebrations 2019 under the theme of "Serve Humanity with Love"

 - Bharosa karen campaign: the campaign for society to trust on doctor's on the basis of critical situation happened in Pakistan.
 - Promoted Volunteer on wheels campaign.
 - Ramzan Food Distribution drive Collaboration with Turk kizilay.
 - Clean and Green Pakistan drive.
 - Emergency Responder as a first Aider at Islamabad.
 - Islamabad traffic police volunteer.
 - Global climate change week 2020 with collaboration of German Red cross.
 - Worked with Islamabad government on COVID-19 vaccination drive.
 - Organized the event of PUAN talks: The Power of Volunteerism. Initiated by U.S. Mission Pakistan.
 - Organized an event on Y- Accelerator, Climathon. Collaboration and Global Climate change week 2020 with collaboration of German Federal Ministry for Economic Cooperation and Development.
- **Read Pakistan Trust.**
To promote reading culture in university students.
 - We organized book reviews on-campus activity, National reader's conference, Seminars and campaigns (One student One book) donation for creating libraries in Pakistan.
 - Social media conferences were organized to aware the positive use of social media as a way to get knowledge and information.
 - Received Best Literary Raptor of the year Award.

ACTIVITIES

- Represented Adolescent's in WHO conference on Adolescent Health's National priorities and development strategy in Pakistan. Ambassador at Global Peace chain for the year 2018-2020. Participated in National Financial Literacy Training. Attended Seminar on Pakistan's Compliance to FATF Recommendations on Money Laundering and Terrorist Financing(AML/CFT) organized by State Bank of Pakistan. Participated in Center of Research and Security study's workshop with collaboration of Pakistan Center of Excellence. Participated in youth voices in democratic process caucus representing. Participated in session on "Life skills based education". Organized 11th Convocation at International Islamic University Islamabad. Participated in conference of Network for human Rights and justice organized by Network for Human Rights. Attended Conference of Youth on Climate change organized by Youth Parliament. Participated in Conference on "The role of Parliament in protection of Human Rights and justice. Attended Seminar on how to strengthen the economy of Pakistan. Participated in seminar on "A journey to transformation through technology". Initiated plantation drive at district Rajanpur to promote clean and green Pakistan with plantation of 1000+ plants with district government support. Completed trainings at Shifa International hospital on Initial

Responder Course, First Aid and also on Fire and Safety.

SKILLS

- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results. Understand the value of time and good skills of time management. Friendly personality and excellent communication skills. Able to organize conferences and establish contacts with wider community.

LANGUAGES

- English
- Urdu

REFERENCE

- **Dr. Akram - International Islamic University Islamabad**
Assistant Professor
muhammad.akram@iiu.edu.pk
+923057449040
- **Mr. Faraz Mirza - Medecins Sans Frontieres**
Supply Team Leader.
+923425582248
- **Misbah Rajput - Pakistan Red Crescent Society**
Assistant Director
Y&v@prcs.org.pk
+923365791451
- **Dr. Hassan Riaz - Shifa International hospital Ltd.**
Program Coordinator
+923345339094