

Nizam Ud Din

Phone No 03313357188/03342020230

Dear Prospective Employer:

My experience in Administration functions periods around (05) years in *Dewa foundation, National internship program (NIP) in Religious affairs & interfaith harmony, Govt of Baluchistan, Balochistan Rural Development Society (BRDS), Chaghi Builders & Construction Company, Peoples Primary Healthcare initiative (PPHI) Balochistan in B&MGF Project and State Life Insurance System in Balochistan Sehat Card Program*
Qualify me to Apply for the following position.

I am well versed with the Health Sector knowledge and / Administrative understandings to organize and implement the activities of the organization. I have experience in Administration department as interne in religious affairs & interfaith harmony Govt of balochistan and have good knowledge of administrative process which includes Administration, HR, Finance Rules and Regulations to implement Organization activities in smooth way.

I qualified MBA finance with the CGPA of 3.06 in the BUIITEMS, and my bachelor degree from University of Balochistan with the CGPA of 2.54. Further, I have passed all my academic career degrees in second Division. In addition, I am well versed in a broad range of IT Applications and have good practical knowledge in MS Access, MS Excel, MS Word and MS Power Point and can use any database easily.

My resume is enclosed to provide you with specifics concerning my background and qualification. I would appreciate the opportunity to interview for this position, as I am certain that a face-to-face meeting would more fully reveal my positive attitude and ability to meet your expectations.

Sincerely,

NIZAM UDDIN

- Enclosure: Curriculum vitae.



NIZAM UD DIN

CONTACT

+92-331-3357188/ +92-334-2020230

Nizamkhan2224@gmail.com

Gailani Mega Complex Quetta

PERSONAL INFORMATION

Father Name: Abdul Qayyum

Date of Birth: 04/01/1992

Marital Status: Single

Religion: Islam

Nationality: Pakistani

CNIC NO: 56302-4286188-1

PROFESSIONAL EXPERTISE

- ❖ Field Monitoring
- ❖ Technical Report writing
- ❖ Mobilization
- ❖ Counseling & Motivation
- ❖ Base Line Survey / assessment
- ❖ Developing Different Formats
- ❖ Office Administration

OBJECTIVES

- To utilize my academic knowledge, past training and related experience to secure a responsible and challenging position of your department where I may contribute to the growth of organization.

ACADEMIC BACKGROUND

- Master of Business Administration (Finance) 2019** 1st Division
Balochistan University of information Technology Engineering & Management Sciences, Quetta
- Bachelor of Business Study (HRM) 2017** 1st Division
University of Balochistan
- B.Com 2014** 2nd Division
University of Balochistan.
- BA Pravite (Economics) 2013** 2nd Division
University of Balochistan
- Intermediate 2010** 2nd Division
Balochistan Board of Intermediate & secondary Education Quetta
- Matriculation 2008** 2nd Division
Balochistan Board of Intermediate & secondary Education Quetta

DIPLOMAS

- 6 Months Diploma in IT (DIT)**
Institute: Computer Kings Quetta
- Diploma in English Language course**
Institute: Challenger English language center

EXPERIENCE

State Life insurance System in Balochistan Sehat Card Program at Quetta.

- Location: Quetta Balochistan
- Position/Title: Health Facilitation Officer (HFO)
- Duration: 18 October 2023 to tell.

Responsibilities:

- Working in HMIS Health Management Information System Software.
- Generate referral letters for patients and fill from relevant Doctor.
- Admit the patients in Software than discharge the patients from Software

Company Name: Peoples Primary Health Initiative (PPHI-B) in BMGF Project at District Dukki

- Location: Dukki Balochistan
- Position/Title: Admin Assistant
- Duration: 16 December 2021 to 31 March 2023

STRENGTHS

- ❖ Quick learner
- ❖ Good communication
- ❖ Client Orientation
- ❖ Planning and organization
- ❖ Ability to work in any Environment
- ❖ Available to travel on short notice
- ❖ Accuracy
- ❖ Stress resistant

LANGUAGES

- ❖ English
- ❖ Urdu
- ❖ Pashtu
- ❖ Dari

HOBBIES

- ❖ Cricket
- ❖ Indoor intellectual games
- ❖ Reading
- ❖ Movies/games

Responsibilities:

- Organize and schedule appointments and meetings
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Generate reports
- To compile the routine Immunizations data
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records

Company Name: Chaghi Builder & Construction Company

- Location: Quetta
- Position/ Title: Accountant
- Duration: 03 June 2020 to 03 November 2021

Responsibilities:

- Manage accounts receivable and payable
- Prepare budgets
- Maintain reports on financial metrics, including investments, return on assets and growth rates
- Keep records of invoices and tax payments
- Manage company's liabilities (e.g. insurance premium)
- Identify and address account discrepancies
- Participate in payroll processes
- Report on financial projections (e.g. liquidity and cash flow)
- Create and update spreadsheets of daily transactions
- Review and process reimbursements

Company Name: Balochistan Rural Development Society(BRDS)

- Location: Kalat Balochistan
- Position/Title: Admin & Finance Officer
- Duration: 15 July 2019 to 31 January 2020

Responsibilities:

- Restoration of wash facilities in drought affected areas of Kalat District.
- Manage the Functional Activities of Accounts and Administration section in project.
- Collection of fee and other financials as project revenue and its deposit into company's Account.
- Process of purchase cases and maintenance of Assets, store and spares record (Inventory control).
- Monitoring the expenses of project and managing the process of payments, checking of Bills etc.
- Deployment and monitoring of staff of Admin and Accounts section and their performance evaluation.
- Co-ordination with the staff members regarding smooth functioning of project as per Company's rules and policies.
- Collection and deposits of utility Bills and its verification.
- To provide Assistance to project head for Events Management

Company Name: National Internship Program (NIP) in Religious Affair & Interfaith Harmony Govt of Balochistan

- Location: Quetta
- Position: Trainee
- Duration: 01 June 2016 to 31 May 2017



PERSONAL SKILLS

- **Company Name: Dewa Foundation**
- Location: Quetta
- Position: Trainee
- Duration: 02 January 2016 to 05 March 2016
- **Personal Skills.**
- Good understanding of Administration tools to carry out activities.
- Knowledge of basic HR, finance & Premises Rules of any NGO.
- Supervision of Large sub ordinates reporting to regional office.
- Hiring and Firing of staff on district level.
- Monitoring Field activities by visiting several districts to ensure accountability of ours staff performance.
- Having conceptual skill to use easily any kind of IT Application.
- Having conceptual skills to manage the date and its presentation techniques.
- Command over accounting concept and its practical application
- Exposure in handing the matters of administration.
- Excellent communication and writing skills in English language.
- Ability to draft clearly and concisely on technical issues with creative expression.
- Ability to work in a multicultural environment.
- Team player to solve professional problems/hurdlers.



COMPUTER SKILLS

Experience in Microsoft word, Excel, Spreadsheets, Power Point, internet and Graphics.



REFERENCES

Shafqat Langove: Project Coordinator of Balochistan Rural Development Society (BRDS) Kalat-Balochistan.

Cell: 03327806802

Mohib Ullah Kakar: District Support manager (DSM) of PPHI-B Dukki-Balochistan.

Cell: 03003983479



DECLARATION

Hereby assure that the above information furnished by me is true and correct to the best of my knowledge.