



# QAZI SHAHJAHAN

## OBJECTIVE

I am seeking for a challenging and rewarding position that will allow me to utilize my skills and experience to contribute the success of an organization. With a strong background, I am confident in my ability. I am a self-motivated individual who is able to work independently or as part of a team. I am dedicated to delivering high-quality work and am committed to meeting tight deadlines. I am excited about opportunity to join a dynamic organization and contribute to its growth and success.

## CONTACT



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Quetta, Balochistan Pakistan

## KNOWLEDGE AND SKILLS

- Good Marketing Skills
- Highly Enthusiastic with Leadership,
- Motivational & Communication skills.
- Team Work
- Problem Solving

## EDUCATION

2022

**Bachelor of Arts**

UNIVERSITY OF BALOCHISTAN.

2014

**Intermediate**

BISE Quetta

2012

**Matriculation**

BISE Quetta

## WORK EXPERIENCE

**SITE SUPERVISOR IN ASIF NASAR & BROTHERS  
CO ON FWO PORJECT AT CHOLISTAN  
FROM 22 AUGUST 2023 TO 1 NOV 2023**

### RESPONSIBILITIES

- As the Site Supervisor at Asif Nasar & Brothers Co on the FWO Project in Cholistan, I led and coordinated daily site activities.
- Managed and motivated on-site teams to ensure efficient workflow, meeting project timelines and quality standards.
- Collaborated with subcontractors and suppliers, ensuring timely delivery of materials and resources.
- Conducted regular site inspections to identify and address potential issues, ensuring a smooth construction process.
- Maintained comprehensive project documentation, including reports on progress, challenges, and solutions.

**PAKISTAN INSTITUTE FOR CONFLICT AND  
SECURITY STUDIES FROM 2017 - PRESENT**

### RESPONSIBILITIES

- Conducting in-depth research on regional and global security issues to provide comprehensive analyses.
- Organizing conferences, seminars, and workshops to facilitate dialogue and exchange of ideas among experts, policymakers, and scholars.
- Collaborating with government agencies, academic institutions, and international organizations to enhance Pakistan's understanding of security challenges.
- Publishing research papers, policy briefs, and journals to disseminate valuable insights and contribute to the academic and policy discourse.
- Offering training programs and educational initiatives to build capacity and expertise in the field of conflict and security studies within Pakistan.

## TRAININGS

- Training with IDSP Film Making
- Training with Action aid European Union TOT
- Training With UN
- Conducted Training as Trainer for Action aid

## CERTIFICATION/DIPLOMA

- Diploma in Information Technology (D.I.T)  
06 Months
- National Workshop Balochistan IX  
Study of Global Politics, national security, Soci- economics challenges Faced by Balochistan and Creation of Informed Leadership
- Certificate of appreciation by chairman Joint Chiefs of staff Committee (CJCSC) Gen.Zubair Mehmoof Hayat NI (M) At Joint Head Quarters Rawalpindi.

## SEMINARS AND CONFERENCES

- Conference on Role of Youth in National Integration & Regional Connectivity - Karachi, 11th Feb 2017.
- Seminar on "Balochistan-Perception & Reality" - Lahore, 16th March 2017.
- Seminar on Human Resource Development for The Youth Balochistan - Quetta, 7th Dec 2017.
- International Youth Summit 2019.
- Conference on Role of Media & Politics in Developing Youth Capacity - December 2020.

## LANGUAGE

- English , Brahui, Saraiki, Punjabi Urdu , Sindhi ,Balochi, Phasto

## OFFICE COORDINATOR IN VOICE OF BALOCHISTAN.ORG FROM JAN 2017 - JAN 2021

### RESPONSIBILITIES

- Efficiently managing administrative tasks, including correspondence, scheduling, and office supplies, to ensure smooth day-to-day operations.
- Coordinating events and meetings, both internally and externally, to facilitate effective communication and collaboration.
- Serving as a liaison between different departments, fostering a cohesive work environment within the organization.
- Contributing to the overall efficiency of the office by providing support to team members and implementing organizational procedures.

## PROJECT COORDINATOR IN BALOCHISTAN ASSEMBLY SESSION FROM SEP 2018 - SEP 2019

### RESPONSIBILITIES

- Led and supervised the implementation of the sub-project "Balochistan Assembly Session" under Voice of Balochistan.Org.
- Managed project timelines, budgets, and resources, ensuring successful execution of activities related to the Balochistan Assembly sessions.
- Coordinated with stakeholders, including government officials and project team members, to achieve the project's objectives and contribute to the organization's mission.

## ASSISTANT ADMIN OFFICER IN VOICE OF BALOCHISTAN.ORG FROM DEC 2017 - FEB 2018

### RESPONSIBILITIES

- Supported administrative functions by handling tasks such as record-keeping, correspondence, and office organization for Voice of Balochistan.org.
- Assisted in coordinating office activities and events, contributing to the overall efficiency and smooth operation of the organization.

## EVENT MANAGEMENT VOLUNTEER IN CENTRE FOR STRATEGIC AND CONTEMPORARY RESEARCH

The CSCR is a nonprofit public policy organization based in Pakistan providing strategic foresight on matters of national and international significance.

## EXECUTIVE FOR DEVELOPMENT IN DOST BALOCHISTAN.ORG FROM 2016 - 2017

Worked as an executive for Development Organization for Social Transformation (DOST) for 1 year

## 05 YEARS EXPERIENCE IN REAL ESTATE SALES | BALOCHISTAN

In real estate sales, professionals specialize in marketing and selling properties, such as homes, commercial buildings, or land, to potential buyers. They engage in property valuation, market analysis, and negotiations, aiming to secure favorable deals for both buyers and sellers. Successful real estate salespersons build strong client relationships, stay informed about market trends, and utilize effective communication and negotiation skills to facilitate transactions.