

Syed Waseem Shah

Killi Ghazgi Mastung Balochistan

Tehsil & District MASTUNG, (BALOCHISTAN PAKISTAN).

Cell #: 0333-1784591 // 0345-2226644

E-mail: syedwaseemshah09@gmail.com

Objectives

I have keen interest to drive my personality as a part team and individual on the road map of institutions and organization to guide and manage the hardness that has to face in regarding my fields. Has the ability to build strong relationships with all stakeholders and to turn proposals into reality. Especially successful in management roles that demand rigor. a high level of drive and dedication and a focus on delivering business outcomes through the use of methodologies.

Academic Qualifications

Degree / Year	Institute	Percentage/CGPA
BBA Hons - 2019	GC University Faisalabad.	73% / 2.92
Intermediate- 2013	Govt Science College Quetta.	71%
Matric- 2011	Govt Pilot School Mastung.	70%

Personal Information

Father's Name : Syed Gharib shah

Date of Birth : 28-01-1996
C.N.I.C : 51602-4779083-9
Permanent Address : Killi Ghazgi Mastung.
Tehsil & District MASTUNG, (BALOCHISTAN PAKISTAN).

Computer Skills

Operating System: All Windows , Mac , Android
Application: Urdu Inpage MS. Office (Word, Excel, Power Point, Outlook)
Typing 60 Words per minute typing speed in English
Internet: Mailing, Searching Uploading & Downloading etc

Personal Skills

- A good communicator. Communication skills in dealing with customers, coworkers, and employees. Both verbal and written skills are strong.
- Able to handle customers with different demographics without any biases on nationality, gender and social status.
- Pro-active and has a positive mental attitude. Willing to learn and apply effective ideas.
- Work under any circumstances and pressure and take any difficulties facing the ascent to the highest level of Foundation degrees of success between competitors.
- Ability to understand others points of view.
- Proven motivational and leadership skills.

Language

Language	Reading	Writing	Speaking
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Brohi/Balochi	Excellent	Good	Excellent
Pashto	Basic	Basic	Good

Professional Career History

Project Assistant – UNICEF

- Collaborate with the whole project team, contributing to the entire project lifecycle
- Organize and monitor schedules and see that deadlines are met
- Help discern requirements and assign tasks to team members
- Monitor budget and help ensure resources are used efficiently
- Assisting in the Project Manager
- Managing financial records and receipts
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Preparation of budget
- Issue cheques for all accounts due
- Prepare monthly & quarterly financial statements

Finance Officer – Defense Housing Authority Quetta

- Assisting in the preparation of budgets
- Managing financial records and receipts
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Review and implement financial policies

General Banking Officer – Bank Al Habib

- Financial Management Of Organization
- Operations
- Managing financial records and receipts
- Assist audit team during audit sessions
- Posting transactions & Issuance of cheques

Literacy Management Information system officer (LMISO) At NCHD

- Support the Education Program of the NCHD to refine the Literacy Process through the use of IT and develop an Efficient and User-Friendly Support System, incorporating economy of effort, resources and time, to achieve the Literacy Goals
- Perform Process Re-Engineering of the Literacy Model to accommodate the proposed enhancements
- To ensure Accurate and Complete data collection / verification of the Baseline Data
- To digitize (Data Entry) the Baseline Data
- Collect and digitize enrollment data
- Design and Develop Data-Warehouse software to allow comprehensive analysis and Reporting of Data
- Strengthen and support the Monitoring and Evaluation System
- Baseline Survey
- Paper based questionnaires in Urdu
- Digitized by manual transcription
- Computer analyzes the data and generates Lists of Baselines aged 11 To 34 yrs according to various geographical and hierarchical tiers
- Based on the enrollment lists, registers for maintaining Attendance are prepared for Literacy Centers
- Details of Literacy Center
- Teacher-Training Record

Social Organizer in PPHI

- Social Mobilization for the literacy program
- Identification of learners and teachers through social mobilization process
- Training of literacy teachers and reporting for all books Coordination with the EDOs/DOs Literacy.
- Conduct 100% Baseline assessment and final assessment of literacy centers and submit report
- Conduct 25% assessment of book 1 and 2
- Monitoring of literacy Centers, at least five times in the life of a literacy centers
- Collection of data of literacy centers on M&E standard formats form the LAS; Forward it to the District Literacy officer
- Training support of LAS on monitoring as well as social Mobilization
- Ensure documentation
- Office Management as well as equipment and assets.

Customer Relation Officer in Telenor Pakistan

- Building and maintaining good relation with clients.
- Accurately and efficiently address any issues or disputes with customers

- Training staff
- Understanding the customer concerns