

# **BIODATA**

## **Personal Information.**

SHAHID HUSSAIN

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Name: Shahid Hussain.

Father name: Muhammad Hussain.

Marital Status: Married.

Nationality: Pakistani

Date of Birth: 25<sup>th</sup> May 1973.

Present Address: House # 100, Street 2, Sector N2, Phase 4, Hayatabad.

## **Carrier Objectives:-**

Seeking a challenging, responsible and carrier oriented position where I apply my professional and inter-personal skills to contribute significantly to the growth of the organization.

## **Academic Qualification:-**

MA (Master Degree in Political Science from University of Peshawar, Pakistan).

One year Diploma in Computer Science from Cecos Institute affiliated with Board of Technical Education Peshawar, Pakistan.

Six months Office Automation Course from Cecos institute affiliated with Board of Technical Education Peshawar, Pakistan.

## **Languages (Written/Spoken):-**

Pushto (as mother tongue), Urdu, English.

### **Work Experience/Employment Record:-**

Since **February 2005 to till time**. I have my own business relating to Marble industry having 17 skilled workers and 3 unskilled workers.

**Working Period: April 2002 to 1<sup>st</sup> September 2004.**

**Job Title:** Team Leader/Accommodation Supervisor.

**Employer:** INTERSOS (Humanitarian Aid Organization Italy).

### **Task/Responsibilities:-**

1. Supervision and making arrangement for all the basic needs of afghan refugees such as construction of administrative offices, accommodations and school buildings.
2. Supervision and assistance for community mobilization, Educational, social and sport facilities, coordination with World Food organization and onward distribution of food among the afghan refugees.
3. As a supervisor of camp submission of weekly progress report to the coordinator regarding all the activities taken place in the camp also pin pointing the difficulties faced by the refugees and suggestions to redress the problems.
4. Proper inventory control, safe handling of Accomodation Materials.
5. Preparing of Meterial Request, Store Issue Voucher, Over short and damaged reports for Accomodation Materials.
6. Preparation of HR report regarding manpower, attendance & other issues.

### **Background of INTERSOS:-**

**INTEROS is an Italian humanitarian aid organization** that works all over the world to bring assistance to people in danger, victims of natural disasters, armed conflicts or living in conditions of extreme exclusion. INTERSOS' actions are based on the values of solidarity, justice, human dignity, equal rights and opportunities for all people and respect for diversity and coexistence, paying particular attention to the most vulnerable segments of the population.

INTEROS, through its own humanitarian operators, intervenes to effectively meet the needs of civil population in serious crisis situations, with particular attention to the most vulnerable groups. It provides food and basic goods. It ensures fundamental needs such as the right to education, clean water and health.

**Working Period: February 2000 to 30<sup>th</sup> April 2001.**

**Job Title:** Office Secretary/Office Administrator.

**Employer:** Engineering Consultant International Pakistan

**Client:** Ministry of Primary Education (Funded by World Bank- IBRD)

**Project:** Construction/Rehabilitation of new Schools in Hazara Division NWFP, Pakistan.

**Task/Responsibilities:-**

1. Control/Supervision of all documents relevant to the Project office,
2. Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
3. Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
4. Secures information by completing database backups.
5. Contributes to team effort by accomplishing related results as needed.
6. Preparation of monthly progress reports for onward submission to World Bank with intimation to Ministry of Education (the Client).
7. Ensuring all documents is as up to date as possible within electronic filing systems.
8. Office time management, checking of dispatch/dairy & collection of important notes for further submissions.
9. Dealing of all incoming & outgoing letters.

**Working Period: 1<sup>st</sup> March 1997 to 31<sup>st</sup> December 1999.**

**Job Title:** Office Secretary/Office Administrator.

**Employer:** Dorsch Consultant (Germany).

**Client:** Public Health Engineering Department Peshawar, Pakistan.

**Project: Water Supply and Sanitation Measures in NWFP, Pakistan.**

### **Task/Responsibilities:-**

1. Responsible for establishing and maintaining a effective document control systems.
2. Arranging meetings/workshops on project activities for different stakeholders to discuss/monitor work, implementation schedules and community involvement.
3. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties
4. Arranging tours for the visits of the Project Manager, Project Coordinator and Engineers to monitors the progress of various schemes.
5. Control/Supervision of all documents relevant to the Project office.

### **Background of Dorsch Consult:-**

Dorsch consult is an Engineering consultant firm with the head office at Munich-Germany. They are presently consulting to the Public Health Engineering Department for drinking water supply and sanitation project financed by Kfw of Germany.

**Reference:** Well be provided on demand.