

# **TOUSEEF IRSHAD**

**Address:** H.No: Tc 1332 Mohallah Musa Zai  
Nawanshehr Tehsil: Abbottabad, District:  
Abbottabad, Pakistan.

**Email:** [seefkhan95@gmail.com](mailto:seefkhan95@gmail.com)

**Mobile:** +92 315-5843381 | +92 323-9937754



## **OBJECTIVE:**

To seek an opportunity in a dynamic institutional system offering challenging work environment, where I enable myself to apply my professional experience and academic knowledge, leading growth, development and prosperity of the organization and my career advancement and enhancement and to combine multi-disciplinary skills and abilities of Management.

## **EXPERIENCE:**

### **Public Relation Officer (Social Media Public Participatory Platform)**

**Information & Public Relation Department  
(Peshawar) Pakistan.** <https://www.dgpir.gov.pk/>  
05 March 2020 to present

#### **ROLE AND RESPONSIBILITIES:**

1. Timely arrange contents for press meeting provided by the PD Office/supervisor regarding government's
2. Responds to requests for information from the media.
3. Establishes and maintains cooperative relationships with consumer, community, employee, and public interest groups.
4. Writes press releases and prepares information for the media to promote clients.
5. Seeking public opinion on any proposed initiatives of the Govt.
6. Track & trace of any human rights violation & public grievance surfacing social media.
7. Matters that promote unity and national integration and establishment of linkage.
8. To inform government about public grievances and aspirations.
10. Any other task to be assigned by PD/PIU.
11. Making contents for social media marketing.

### **District Supervisor (Monitoring & Media Coordinator)**

#### **Minhaj Welfare Foundation**

(Abbottabad)

<https://minhaj.org.pk/>

2017-2020

#### **Role & Responsibilities**

1. Conduct analysis and prepare reports in order to support programme reviews.
2. Conduct field visits during survey/data collection by consultants and vendors..
3. Collect data and information on project initiatives
4. Maintain database for tracking progress
5. Provide data and Information needed for reports and other materials.

### **Brand Ambassador**

#### **Pakistan Tobacco Company**

(Abbottabad) <https://hrsg.org.pk/>

2016-2017

## EDUCATION:

### **Bachelor's in Sociology**

Virtual University of Pakistan  
2014-2018

### **Diploma in Information Technology**

The Quest Academy of Modern Languages & Computer Technology, Abbottabad Pakistan 2014 - 2015

### **Diploma in Digital Marketing**

Digiskills Government of Pakistan  
2020-2020

### **FSC (Computer**

**Science)** BISE Abbottabad, KP  
Pakistan 2012-2014

### **Matric(Science)**

BISE Abbottabad, KP  
Pakistan 2010-2012

## PROFESSIONALSKILLS:

- Communication
- Creativity and Problem-Solving
- Attention Detail
- Interpersonal Skills
- Leadership
- Media Coordination
- Writing
- Data Analysis & Analytics.

## REFERENCES

References will provide on request.