Abdul Hameed Resume

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| **Abdul Hameed**  **Email: abdulhameedadvocatekhired@gmail.com**  **Mob # +923139940399**  **Personal Profile**  **Father’s Name : Qadeem Khan**  **Nationality : Pakistani**  **Marital Status : Unmarried**  **Languages Known**  **English, Urdu and Pashto**  **Home Address.**  Moh Majeed Khel Village Surizai Bala Tehsil & District Peshawar Pakistan    **Experience:** | **Objective:**  ***To accept a challenging position in an organization and to grow on the basis of my personal abilities. To serve the community and improve the lives of others and to provide them efficient and effective services to the best of my knowledge, to become a successful and result oriented person..***    **Professional Objective:** *To work for challenging position in a competitive environment to build personal readability, through efficient performance for long-term career development and growth.*   **Academic Qualification:**   |  |  |  |  | | --- | --- | --- | --- | | **Certificate** | **Institute** | **Year** | **%age/Div** | | **Metric** | **BISE Peshawar** | **2007** | **1st Div** | | **F.A** | **BISE Peshawar** | **2009** | **2nd Div** | | **B.A** | **University of Peshawar** | **2011** | **2nd Div** | | **M.A** | **University of Peshawar** | **2016** | **1st Div** | | **LLB** | **University of Peshawar** | **2014** | **2nd Div** |   **Computer Skills:**   * ***Microsoft Excel, Word, Power Point, Internet,***   ***E-mailing.***   |  |  | | --- | --- | |  | 1. **TaleemART**   Designation: Admin & Finance Officer  Tenure: January 2015-Till Date  Job Responsibilities:   * Management of office financial activities * Management of office administrative activities * Record keeping and procurement.  1. **Idara-E-Taleem-O-Agahi(ITA)**   Designation: Admin & Finance Officer  In Teachers Without Frontier (TWF)  Tenure: April 2014 Till December 2014  Job Responsibilities:   * Management of office financial activities * Management of office administrative activities * Coordination with field team and assess them * accordingly.  1. **Idara-E-Taleem-O-Agahi(ITA)**   Designation: Field Coordinator-ASER  Tenure: November 2011 Till March 2014  Job Responsibilities:   * Facilitation of ASER Trainings * Facilitation of ASER-Survey (2011,2012,2013,2014) * Coordination with field team in ASER survey. * Coordination with District Office, Regional Office   Provincial and Head Office in the conduction of  ASER Surveys. | |
| **References:** | **Khurshid Khan**  **Former District Manager Idara-E-Taleem-O-Agahi(ITA) Swat**  **Cell#03125380003**  **Email: Khurshid.qup000@gmail.com** |