

## Curriculum Vitae

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0092-3005910942

### Profile

I am a flexible and experienced insurance administrator with excellent time management skills. Passionate about learning business concepts and possess the ability to handle work pressure and customer issues professionally and I have exceptional advisory skills to introduce new schemes and help customers to meet their financial goals. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges

### EDUCATION

<i>Degree / 12 Grade Graduation Certificate</i>	<i>University / High School</i>
<b>Intermediate / 12 Grade</b>	Global Degree College, Peshawar 2013-2015
<b>BBA Hons, Major in Human Resource Management</b>	University of Management Science 2018-2022

### PROFESSIONAL EXPERIENCE

**Internship:** *Allied bank limited, kohat Road, Peshawar Branch* (feb 2023-Apr2023)

**Administrative assistant:** *Badaber Public school* (Mar 2015-Mar2018)

#### Key Responsibilities

- Handling all types of cash transaction.
- Check and review the supporting documents for all Cash transactions and ensure that sufficient documents are Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Work and coordinate closely all financial matters with colleague in Peshawar, and Country Office
- Collaborate with and advises the team members and partners on financial aspects
- Formulate solution-oriented proposals related to payments and report regularly all problems with financial administration and compliance without delay
- Implement and disseminate new policies, rules/regulations and guidelines, etc. relating to administrative and financial procedures
- Guide and support programme staff in completion of travel requests, travel claims, hotel/flight booking
- assist m&e specialist to ensure the effective and efficient monitoring and evaluation
- integrate project m&e reporting with web-based corporate tools;
- assist in developing monitoring plans for ensuring that activities/events are properly scheduled and carried out with monitoring and evaluation specialist;

## COMPUTER SKILLS

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MS Office package, (MS Word, MS Excel, MS PowerPoint, Internet, networking) etc:

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## LANGUAGES

Fluent in English, Pashto, Dari and Urdu.

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## PERSONAL

Name	: Inam Ullah
Date of Birth	: 1996
Nationality	: Afghan (Having legal residency in Pakistan)
Address	: Gulshan Rehman Colony, kohat road, Peshawar

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## REFERENCES