

## SHAFI GUL

### **Profile:**

With over 15 years of diverse experience in Administration, Translation, and English Teaching, I am a seasoned professional and expert at navigating complex challenges and fostering teamwork. My career's journey reflects a commitment to excellence, constantly seeking to enhance my skills and knowledge base.

### **Education Qualification:**

- Master in Journalism and Mass Communication from University of Peshawar in the years 2007-09 (with distinction).
- Research work title "A content analysis of Letters-to-the-Editor of the Mainstream English and Urdu Press of Pakistan" (DAWN & Nawa-i-Waqat).

### **Courses Taken:**

- Freelancing Course from Virtual University, DigiSkills Training Program.
- Amazon FBA course from Albarizon on YouTube.
- Shopify Drop-shipping course from Chasmish Tech on YouTube, and running my own Online Store under domain name [www.mingledeals.shop](http://www.mingledeals.shop)
- Digital Marketing Course from Virtual University, DigiSkills Training Program.
- E-Commerce Management Course from Virtual University, DigiSkills Training Program (in progress).
- "Global Disaster Risk Reduction and Management Pathway" from Kaya Humanitarian Leadership Academy.

### **Professional Experience:**

I worked for Embassy of the Islamic Republic of Pakistan in Kabul Afghanistan from January 2011 to September 2023 on the following posts which are mentioned from serial no 1 to 6 in roman numbers:

#### **(A). i. Incharge of the Counsellor Section**

- Overall supervision of the Counsellor Section pertaining Manual and Online visas and multiple other relevant tasks.
- Devising future operational strategies for the Counsellor Section.
- Drafting all sorts of notes and letters for making correspondence with both Ministries of Foreign Affairs of Pakistan and Afghanistan based on all activities of the section.
- Established effective contacts with visa applicants through meetings and social media platforms.
- Having close connection with NADRA Islamabad through Ministry of Foreign Affairs for confirmation of some sorts of records.
- Drafting monthly, quarterly and annual reports of the Section.

- Drafting Press Releases for the Counsellor Section based on the requisite area for information of the general public.
- Giving interviews to media channels in Dari/Persian and Pashto languages grounded on visa related issues.

**ii. Focal Person of Pakistani prisoners who were imprisoned in Afghan Jails**

- Dealing with prisoner's cases through Ministry of Foreign Affairs, Afghanistan.
- Drafting letters on detainees for Foreign Ministries of Pakistan and Afghanistan.
- Maintaining a comprehensive database of Pakistani prisoners.
- Receiving detainees from different jails of Afghanistan upon completion of their imprisonment in jails.
- Making correspondence with NADRA Islamabad through Ministry of Foreign Affairs for verifying the National Status of the prisoners before receiving them from jails.
- Established effective contact with the Consulate Generals of Pakistan functioning in Afghanistan regarding prisoners and Pakistani Diasporas.
- Handing over the prisoners to Pakistani authorities at Torkham Border.
- Dealt with the cases of dead bodies of Pakistani Nationals, and made correspondence with Afghan and Pakistani relevant authorities for their early repatriation to Pakistan.

**iii. Focal Person of Pakistani community who were working/residing in Afghanistan**

- Maintaining a database of Pakistani community living/working in Afghanistan.
- Making reports on issues of Pakistani community for Foreign Office, Islamabad in order to redress them on time.
- Arranging regular community events by the instructions of the Ambassador.
- Established a WhatsApp Group for Pakistani community through which they have been informed about security alerts, travel advisory and vice versa.
- Listen to the community issues—security issues, transportation, visas, etc. through Kuli Kachehris and tried to redress them timely.
- A large number of Pakistani Diasporas have been repatriated to Pakistan during COVID 19.
- Drafting monthly, quarterly and annual Ombudsman Reports on Pakistani Diasporas.

**iv. Translator of the Mission**

- Responsible for translation of Dari/Persian and Pashto letters to English.
- Translation of English letters to Dari/Persian and Pashto languages for Afghan concerned authorities.
- Preparing reports of mainstream print and electronic media of some countries on daily basis.

**v. English Language Instructor at Vocational Training Institute of the Mission**

- Teaching English Language Course to Afghan Graduate and Master Level students.
- Designing future operational strategies for the use of activities in the Institute.
- Devising plans for the new sessions of the Institute.
- Writing different speeches for the students of the institute in English language for welcome and farewell events—graduation ceremonies.
- Made Scholarship Papers of three batches for Afghans candidates preparatory to their admissions in various Institutes in Pakistan through Embassy of Pakistan and all its Consulates Generals functioning in Afghanistan.
- Stage Host (Dari-Persian, Pashto and English languages) on the eve of organizing various functions of the Institute in the Embassy.

**vi. Secretarial work in the Mission**

- Personal Assistant (PA) to Deputy Head of Mission (DHM) and Head of Chancery (HoC).
- Drafting Fax messages and Note Verbales (letters) for making correspondence with Pakistan and Afghan Foreign Ministries, and made other various communications under the supervision of DHM and HoC.
- Established necessary contacts with local authorities for the Mission.
- Prepare files for meetings, Mission.
- Sort and record incoming and outgoing correspondence.

**(B) English and Pakistan Studies teacher at Peshawar Model School (Boys-2) Worsak Road, Peshawar in the year 2010**

- Taught in senior branch of the School.
- Group leader of different tours.

**(C) Internship with daily the “Statesman” English newspaper in Peshawar in 2010**

- Responsible for translation of Press Releases from Urdu to English.
- Editing news stories received from different news agencies.

**(D) English Teacher at Al-Safina Model School, Peshawar from 2008-09.**

- Teaching English Coaching classes for preparation of the Board Examinations.
- Urdu and Pashto comedy news writer as well as administrator for arranging all sorts of functions of the school.
- PTI Incharge

**(E) Police Constable in District Police, Peshawar from May 2006 to 29<sup>th</sup> November 2007.**

- Successfully completed 9 months and 15 days Training at Police Training College (PTC) Hangu (with distinction).

- Member of Mass PT in Passing out Parade.
- Weapon store (Koot) Assistant in District Arm Reserve (D.A.R) Tehsil Peshawar.
- Performer of special duties to Foreign Prisoners and Police Raids.

### **Personal Details**

**Address:** Village Laja Ghari, Terai Bala, Pajaggi Road,  
District & Tehsil, Peshawar, Pakistan.

**Nationality:** Pakistani

**Date of Birth:** April 05, 1985

**Place of Birth:** Peshawar, Pakistan

**Gender:** Male

**Marital Status:** Married

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### **References**

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