

# **SHEHERYAR UMAR**

Bangla Arbab, Mera Kachori P.O Urmar Payan,  
Tehsil & District Peshawar  
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## **PERSONAL INFORMATION**

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**Father Name:** Muhammad Umar  
**Date of birth:** June 11, 1990  
**Domicile:** Peshawar – Khyber Pakhtunkhwa

## **ACADEMIC QUALIFICATION**

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- Masters of Business Administration (MBA Finance) 3.5 years (Equivalent to MS) at Institute of Management Studies, University of Peshawar - Session 2011 – 2015.
- Bachelor of commerce (B.COM) at Government College of Management Sciences Peshawar – Session 2009 - 2010
- Diploma in commerce (D.COM) at Government College of Management Sciences Peshawar – Session 2007 – 2008

## **PROFESSIONAL EXPERIENCE**

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- **CUSTOMER SALES ASSOCIATE, TOUCHSTONE COMMUNICATION**
  - Worked as a Customer sales associate at Touchstone Communication Islamabad from September 2020 to September 2023.
- **PROGRAMME MANAGER, SEC CONSULTANCY SERVICES**
  - Worked with SEC Consultancy Services (**A project of SUBHASH Educational Complex**) from September 2018 to July 2020 as Program Manager for National and International NGO Community-Based and Tech-Based Projects. This role involves the management of projects that leverage technology to drive positive social impact. The Program Manager plays a pivotal role in ensuring the successful execution, monitoring, and evaluation.
- **PROJECT COORDINATOR, GEO SOLUTIONS**
  - Worked with Geo Solutions, an IT based Consultancy Firm from September 2016 to August 2018 as Project Coordinator to look after the National and International IT based Projects &

played a multifaceted role, bridging the gap between the technical team and clients. My primary responsibilities include defining project objectives, scope, and deliverables, as well as creating comprehensive project plans and schedules. I was tasked with allocating resources efficiently, monitoring project progress, and ensuring that projects are completed within the defined timeline and budget. Also facilitated effective communication between clients and the IT team, ensuring that client expectations are met and any issues are addressed promptly. In addition, successfully assisted the senior management in risk management, quality control, and documentation of IT Projects. Moreover, I possess strong organizational, interpersonal, and problem-solving skills that are essential for anyone in this position to excel.

➤ **INTERNSHIP, USAID FISP PROJECT**

- Worked as intern in USAID FATA Institutional Strengthening Project (FISP) Peshawar in Admin/ Finance Section from March 2016 to August 2016. My main responsibilities were as follows:
  - Maintained& keeping record of proper Admin filling system.
  - Reservation of Guest house & Air tickets for staff;
  - Preparation of staff data such as, service ID card, leave record; Manage lease contracts with vendors/ owners;
  - Maintained insurance coverage's;
  - Carry out full Asset and inventory checks with physical verification.
  - Maintained Petty Cash Fund; supervise the disbursement of monthly salaries of support staff.

## **COMPUTER SKILLS**

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- **Advanced course in Computer Hardware & Software Applications at National Institute of Design and Analysis, Ministry of Industries and Production (NIDA) Peshawar from November 2009 to January 2010.**

**Following Course contents completed:**

- MS Office
- Windows GUI
- Networking terminologies
- Computer hardware terminologies
- Working with internet
- Computer assembling
- Computer disassembling

## **SEMINARS/ WORKSHOPS ATTENDED**

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- Actively participated in the Seminar “Understanding Human Rights” organized by University of Peshawar, held on 28<sup>th</sup> May, 2013 and pledge to promote human rights education and practices in the community.
- Actively participated in Awareness Raising Seminar on Activism against gender based violence (GBV), held on 12<sup>th</sup> February 2015 at Archives & Library Auditorium, Peshawar Museum Peshawar.

## **TYPING SPEED:**

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45 words per minute

## **REFERENCES:**

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- Mr. Ali Asghar, Chief Executive Officer (CEO), Geo Solutions Peshawar.  
Mobile: 03005921771
- Mr. Subhash Chander, Chief Executive Officer (CEO), Subhash Educational Complex Peshawar. Mobile: 03369174489