

Basit Pervez

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E-11/2, Islamabad

Summary

Highly motivated and detail-oriented Research Assistant with a strong academic background in International Relations. Proven experience in data management, analysis, and project coordination. Seeking a challenging role to contribute to impactful research initiatives.

Professional Experiences

Research Assistant: National University of Modern Languages, Islamabad

January 2023 - June 2023

- Collected and analyzed data.
- Contributed to the preparation of research papers and presentations.
- Conducted comprehensive literature reviews to identify research gaps and inform research directions.
- Publication and Presentations: Contributed to the drafting, editing, and submission of research papers to academic journals.
- Developed Research Methods.

Managing Trainee Officer: Postal Life Insurance Company, Islamabad

July 2023 - November 2023

- Data Entry: Inputting data into various systems or databases.
- Document Management: Organizing, filing, and retrieving documents.
- Record Keeping: Maintaining accurate and up-to-date records.
- Correspondence: Handling incoming and outgoing mail, emails, and phone calls.
- Office Supplies: Managing office supplies and equipment.

Teaching Role: Air Foundation School System, Khairpur, Sindh

May 2021 - January 2022

- Classroom Instruction: Taught core subjects to students in grades 9 and 10.

- Curriculum Development: Contributed to the development of lesson plans and teaching materials.

Administrative and Finance Assistant: Ghazi Social Welfare Association, Larkana

June 2019 - July 2021

- Administrative Tasks: Handled various administrative duties, including office management, record-keeping.
- Financial Management: Assisted with financial tasks, such as budgeting and accounting.

Education

- **Master of Science (MSc) in International Relations**, NUML Islamabad, 2023
 - **CGPA** 3.45/4
- **Bachelor of Arts (B.A) in International Relations**, University of Sindh, 2021
 - **CGPA** 3.4/4
- **FSC Pre-Medical**, Cadet College Larkana, 2017
 - **Grade** 86%
- **Matric Science**, Cadet College Larkana, 2015
 - **Grade** 78%

Skills

- Research Methodology
- Report Writing
- Presentation Skills
- Teaching and Mentoring
- Administrative Skills
- Financial Management
- Curriculum Development
- Classroom Management
- Co-curricular Activities

Languages

- English
 - Sindhi
 - Urdu
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Achievements/Awards

College level

- Editor College Magazine, Creativity, 2016-17
- Sub Editor College Annual Magazine, 2017
- Paksitan Day Quiz Competition 2016 (1st position)
- Defence Day Quiz Competition 2016 (1st position)
- Seerat Quiz Competition 2015 (2nd position)
- Annual Quiz Competition 2016 (3rd Prize)
- Hifz Latif Quiz Competition (Consolation Prize)

University level

- A.I.I. Kazi Quiz Competition University of Sindh, 2020 (2nd position)
- Online Baitbazi Poetry competition University of Sindh (2021 2nd position)
- Culture and Tourism Department of Sindh Urs of Shah A.latif Essay Competition
- Cultural Ambassador at Multi-Cultural Festival NUML Islamabad 2022