



WASEEM SAJJAD

EDUCATION

National University of Modern Languages, (NUML) Islamabad
BS in Public Administration and Governance - Sept 2018- June 2023

Major Subjects: HRM, Project Management, Public Administration & Public Sector Reforms.

Public School and College Jutial, Gilgit

FSC (Pre-Engineering)

Aug 2014- Jun 2017

Highflyers School and Degree College Jutial, Gilgit

Matriculation

June 2014

COURSE

- **Complete Course of Google Project Management from Coursera.**
May 2024- Aug 2024.

WORK EXPERIENCE

Worked with Adil Foundation as Project Coordinator.

2020-2022.

- Worked in remote regions during floods and disasters, organizing medical camps and providing emergency relief.
- Arranged 5 -days youth camp SDYC (Self Discovery Youth Camp) for 50 young people.
- Liaised with community leaders, local authorities, and other stakeholders to ensure project alignment with community needs.
- Developed detailed project plans outlining scope, goals, deliverables, timelines, and resources.

Worked as a Human Resources Executive at Adil Foundation

2019-2021.

- Oversee recruitment, onboarding, and employee relations at Adil Foundation.
- Managed recruitment processes, including drafting job descriptions and conducting interviews.
- Maintain accurate and confidential employee records and HR documentation.
- **Worked as a Junior Research Analyst at Islamabad Policy and Research Institute.**
March 2023 to June 2023.
- Assisted in research activities focusing on policy analysis, specifically in the areas of health and education.
- Played a supportive role in examining policy implications and considerations within the health and education sectors.
- Collaborated with the team to identify key policy issues and potential solutions in the realms of health and education.

CONTACT

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SKILLS

Project Management
Problem Solving
Decision-Making
Risk Management
Negotiation
Communication
Policy & Research Analysis
Public Engagement

LANGUAGES

English	<u>Advanced</u>
Urdu	<u>Advanced</u>
Brushaski	<u>Native</u>
German	<u>Conversational</u>
Shina	<u>Conversational</u>

Worked as Data Enumerator at Karakoram Area Development Organization (KADO) Aug2023 – Nov 2023.

- Conducted data collection and analysis for a United Nations project Women Economic Empowerment, in collaboration with KADO.

Worked as Secretary of Affairs and program manager at Making Minors Major. Sept 2020 - June 2022.

- Led administrative tasks and coordinated educational and health programs aimed at youth empowerment.
- Design, plan, and implement programs and initiatives that align with the organization's mission to highlight and support minor voices.
- Build and maintain relationships with key stakeholders, including community leaders, government officials, and partner organizations.

Worked as a Campus Ambassador to NUML at Million Smiles Foundation. September 2020 – 2022.

- Organize and conduct awareness campaigns, workshops, and seminars to educate students about the foundation's work and how they can get involved.
- Work with the foundation's team to develop strategies for successful fundraising campaigns.
- Build and maintain relationships with student organizations, faculty members, and other key stakeholders on campus.

