

HAMZA NAWAZ

H. 129-D, St. 55, G-6/4, Islamabad.

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[linkedin.com/in/hamza-nawaz-b41258269](https://www.linkedin.com/in/hamza-nawaz-b41258269) Age: 24

Career Objectives

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. My studies in International Relations have equipped me with a strong understanding of complex and interconnected world. I am particularly interested in Human Rights, Climate Change and Development studies. Looking forward to work in a dynamic environment that encourages continuous learning and provides exposure of new ideas which will help me to grow professionally.

Personal Bio

Name	Hamza Nawaz	Father's Name	Shah Nawaz
Date of Birth	20.05.2000	C.N.I.C No.	13503-7747284-9
Marital Status	Un-Married	Domicile	Mansehra

Education

- 1) NATIONAL UNIVERSITY OF MODERN LANGUAGES**
Bachelor of Science (International Relations)
Islamabad, Pakistan
September 2020 – July 2024
- 2) ABBOTTABAD PUBLIC SCHOOL AND COLLEGE ABBOTTABAD**
Higher Secondary School Certificate (HSSC)
Abbottabad, Pakistan
July 2017 – August 2018

Professional Experience

- | | |
|---|--|
| World Wildlife Fund
Pakistan (WWF)
Internship
(Oct 2023- Nov 2023) | <ul style="list-style-type: none">Assisted in environmental education initiatives through workshops and projects.Gained knowledge of local eco-dynamics and conservation challenges.Developed skills in communication, teamwork, and environmental advocacy.Completed & presented a comprehensive 35+ hours of community service project. |
| RIS Consultant Islamabad
Admin Assistant
(January 2021-June 2023) | <ul style="list-style-type: none">To assist in handling various administrative tasks.To collect, and analyze record relevant to client projects and internal operations.To address and point out any issues that arises during the course of projects.To assist in client relationship by coordinating and communication |

Certification

NADRA WELFARE COMPUTER LITERACY PROGRAM (Islamabad, Pakistan) Data Entry Operator (Oct 2020- Dec 2020)

Additional Skills and Abilities.

- Clerical tasks, such as sorting and sending mail
- Inventory of office supplies, ordering new materials as needed
- Maintaining files, Communication, MS Office
- Welcoming visitors to office, maintaining office decorum
- Answering phone calls, replying emails, written and verbal communication
- Taking and delivering messages, Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

I hereby declare that the information furnished above is true to the best of my knowledge and belief ©