

Abdul Rehman

C-459/4 Mujahid Street Lala Rukh
Wah Cantt, Punjab, 47040
+923225046135
abdulrehman170495@gmail.com

Professional Summary

Results-driven and passionate Sports Officer with over **8 years** of experience managing and promoting sports programs in **Heavy Mechanical Complex**. Skilled in organizing sports events, coordinating teams, and ensuring a positive and inclusive sports culture. Adept at implementing safety protocols, increasing participation, and fostering teamwork through effective leadership and communication. Proven ability to improve sports program efficiency and engagement through strategic planning and execution.

Core Competencies

Event Management & Coordination
Sports Program Development
Team Leadership & Training
Community Outreach & Engagement
Budgeting & Resource Allocation
Conflict Resolution
Health & Safety Protocols
Communication & Public Speaking
Data Analysis & Reporting
Collaboration & Partnership Building
Athlete Development & Mentorship

Professional Experience

Sports Officer

Heavy Mechanical Complex , Taxila, Punjab
Aug 2019 – Jan 2024

Develop, implement, and oversee sports programs for [athletes/employees/community], ensuring alignment with organizational goals and objectives.

Manage and coordinate logistics for 3 of events annually, including tournaments, training camps, and recreational activities.

Collaborate with local sports organizations and stakeholders to establish partnerships and secure resources for program enhancement.

Monitor and maintain sports facilities, ensuring proper equipment usage and safety protocols are adhered to.

Recruit, train, and supervise a team of coaches, volunteers, and staff, ensuring high levels of performance and adherence to safety standards.

Organize outreach efforts to engage diverse groups, leading to a 20% increase in program participation.

Develop budgets for sports programs and manage financial resources effectively, ensuring cost control and efficient allocation.

Prepare and present reports on program performance, budget adherence, and participant feedback to senior management.

Key Achievements

Increased program participation by 25% through targeted outreach and promotion.

Successfully coordinated 8 of high-profile events, including **Cricket, Football, Hockey, Badminton.**

Assistant Sports Officer

Heavy Mechanical Complex , Taxila, Punjab

Aug 2016 – July 2019

Assisted in the design and delivery of sports programs, focusing on youth engagement and talent development.

Managed day-to-day operations of sports facilities, ensuring equipment and fields were in optimal condition.

Supported event planning and logistics for 4 annual sports competitions, including scheduling, registration, and volunteer coordination.

Worked closely with the marketing team to develop promotional materials, increasing event visibility and community engagement.

Conducted performance reviews for athletes, identifying areas for improvement and implementing tailored development programs.

Key Achievements

Contributed to the successful launch of a community fitness program, which attracted 47 participants in its first year.

Coordinated logistics for a multi-school sports competition, increasing inter-school collaboration and engagement

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Education

DAE Mechanical

GCT TEVTA, Taxila, 47080

Relevant Coursework: Event Planning, Sports Marketing, Sports Law, Sports Psychology, Facility Management

Technical Skills

Microsoft Office Suite (Excel, Word, PowerPoint)

Sports Management Software (e.g., LeagueApps, TeamSnap)

Social Media Marketing & Engagement Tools

Data Analysis Tools (e.g., Google Analytics)

Budgeting & Financial Planning Software (e.g., QuickBooks)