

Syed Ahsan Iqbal

Tel: +92 306 5532067 | Email: syedahsan2412@gmail.com |

Address: Islamabad, Pakistan

EDUCATION

2022– 2024	Mater of Philosophy (MPhil) in Public Policy Riphah International University, Islamabad	3.3 CGPA
2018 – 2022	BS (Hons.) in Public Administration and Governance National University of Modern Languages (NUML), Islamabad	3.69 CGPA
Major Subjects: (Project Management, Environmental Issues & Management, Disaster Management, Politics and Administration, Analysis of Public Policy, Logic and Critical Thinking, Language & Public Policy, Governance Model Theories and Practices, Electronic Governance, Financial Governance, Participatory Governance, Urban Governance, Social Science Data Analysis, Development Policy Process and Institutions, Comparative Politics, Human Rights Development, Gender Inclusive Development,)		

WORK EXPERIENCE

Project Associate

Regional Integrated Multi-Hazards and Early Warning Systems

(Stationed at the Ministry of Planning Development and Special Initiatives, Islamabad)

(July 2021 - Present)

Islamabad

- Assisted in arrangements of meetings/ correspondence/ coordination with other Ministries/ Sections/ Departments
- Assisted project managers in planning, coordinating, and executing projects from initiation to delivery
- Coordinated with cross-functional teams, stakeholders, and vendors to ensure project deliverables were met and expectations were exceeded
- -Managed project schedules, timelines, and deadlines to ensure timely completion and minimal delays
- Prepared and edited project reports, presentations, and documentation for stakeholders, including project status updates, progress reports, and final project reports
- Identified and mitigated project risks to minimize impact on project timelines, budgets, and quality
- Conducted research and gathered data to support project decisions and recommendations, including market research, customer feedback, and competitor analysis
- Maintained accurate and up-to-date project records and documentation, including project plans, meeting minutes, and action items
- Provided administrative support to project teams, including coordinating meetings, travel arrangements, and training sessions
- Developed and maintained project dashboards, scorecards, and other visual aids to track project progress and performance
- Collaborated with team members to identify and implement process improvements, including streamlining workflows, reducing waste, and increasing efficiency
- Employed by RIMES (Regional Integrated Multi-Hazard Early Warning System) and stationed at

the Ministry of Planning, Development and Special Initiatives (MOPDSI)

- Served as a coordinator between MOPDSI and RIMES, facilitating communication, collaboration, and knowledge sharing between the two organizations
- Comprehensively evaluated PC-Is reports to assess project impacts on the environment
- Prepared/ assisted in briefs for Deputy Chief and Senior Joint Secretary and offered technical comments on Reports Submitted by RIMES and ADPC
- Performed other miscellaneous official work assigned by the line supervisor

• **Coordinator**

(Feb 2020– March 2021)

Islamabad

Ahmed Visionary & Education System

- Maintenance/ making of timetable for teachers/ students to achieve maximum output of planned activities
- Enhanced understanding/ capabilities of 9th class students by collaborative and engaging teaching approach
- Arranged meetings with parents to apprise them about students' progress and to highlight hindrances to students' development.

Intern - Administration Wing

(April 2021 – May 2021)

Islamabad

Pakistan Electronic Media and Regulatory Authority (PEMRA)

- Performed procurement duties to fulfill the needs of officials for smooth functioning of departments/ associated Wings
- Developed database containing overall data of 150 officials to review progress and ensure accuracy/ easy access using Excel
- Assisted in official movement of Letters to secure approval and improved communication by sustaining strong coordination

Intern

June 2020 – August 2020

Pakistan Bait-ul-Mal Head Office

Islamabad

- Collected and organized data of deprived population to aid with improving their life standards
- Supervision, analysis of data, examination of case-based data by verification with district administration
- Revamped services of “*Prime Minister Pannaah gah*” through reporting, maintenance of verified data, frequent field visits to acquire latest and accurate record
- Assisted in developing baseline of allocation/ provision of capital to vulnerable families

CERTIFICATIONS

- Online line course completed on “Understanding economic policymaking” through Coursera from IE Business School Madrid, Spain
- Online course completed on “Management of International Development: Towards Agenda 2030” through Coursera from Bocconi University Milan, Italy
- Online course completed on “Quantitative Methods in Research” through Coursera from University of Amsterdam
- Online line course completed on “Freelancing” under DG Skills program from Virtual University
- Online line course completed on “Graphic Design” under DG Skills program from Virtual University

WORKSHOPS

- Participated in one day training session on “Integrating Environmental Impact Assessment (EIA) and Clean Development Mechanism (CDM) in PC-01 Proforma” organized by ADPC at MOPDSI
- Participated in one-day training on Interface for Spatial Planning in the context of DRR, Organized by SUPARCO

ACADEMIC PROJECTS/ RESEARCH

- **MPhil** research on “ Effectiveness of the District Govt. in Context with Climate Disaster Response Framework” A Case Study of Rawalpindi
- Final year Research report on the topic “An Assessment of the Judicial System of Pakistan”
- Wrote an article titled “Challenges to Urban Governance, A Way Forward”
- Research Article Submitted in the FWU Journal “A qualitative study to evaluate the effectiveness of district government in context with climate disaster response framework in Rawalpindi”

ACHIEVEMENTS

- Participated in Speech Competition and attained 1st position on District Level
- Participated in Speech Competition and secured 2nd position on university level
- Participated in the Poetry Competition and achieved 1st place on School level

SKILLS

- **IT Tools:**
SPSS, Microsoft Office Suite, G Suite, Communication Tools (Zoom, Skype)
- **Technical:**
Critical Policy Analysis, EIA, Leadership, Project Management, Interpersonal skills

LANGUAGES & INTERESTS

- **Languages:**
Trilingual: English/ Urdu/ Punjabi/ Chinese
- **Interests:**
Reading (International Affairs, Non-fiction), Sports (Swimming, Badminton)