

Umair Najam S/O Najam UR Rashid

M.com	Punjab University (Continue)
B.com	Punjab University
FSC- Pre Engineering	BISE Rawalpindi
Matric	BISE Rawalpindi

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Permanent Address: Railway Scheme
1 A Chaklala Rawalpindi.

SKILL HIGHLIGHTS:

- Project management
- Strategic planning
- Leadership & team management
- Service-focused
- Microsoft Office
- Strong decision maker
- Complex problem solver
- Basic computer

PROFESSIONAL EXPERIENCE:

➤ **Public Relations Officer / Assistant Director**

***Pakistan Sweet Home, AFP | Islamabad | Non-Profit Organization working Across Pakistan |
Pakistan Sweet Home Blood Bank (JULY 2022 – AUGUST 2025)***

- Communicating with donors, preparing reports & appreciation certificates to keep donors engaged.
- Ensuring smooth communications among staff, volunteers, the Chief Executive Officer, and the Chief Operations Officer.
- Handling sensitive issues, clarifying misunderstandings, and maintaining credibility during crises.
- Visit institutions and brief the various departments of the institution to arrange a blood donation drive and to donate funds..
- Representing the Pakistan Sweet Home at seminars, conferences, and public platforms.
- Coordinating with government bodies, local communities, and other various organizations for collaborations.
- Promote the importance of blood donation in the media and writing social media posts, brochures & annual reports.
- Assisting the director in overall planning, implementation & monitoring of the Pakistan Sweet Home project.
- Ensure team alignment & supervise staff to ensure effective execution of goals & timelines.

- Maintaining community outreach activities and representing the Pakistan Sweet Home in meetings, workshops, and seminars.
- Data entry, i.e, camp report, donors record, and monthly summary.
- Preparing reports, proposals & presentations to support fundraising and awareness campaigns as well as report to the Chief Executive Officer & Chief Operating Officer.
- Ensuring compliance with organizational policies, donor requirements & legal frameworks.
- Coordinating with donors & various thalassemia centers for project developments & funding opportunities.
- Monitor team performance & department output.

➤ **Accounts Assistant**

Pakistan Sweet Home, AFP | Islamabad | Non-Profit Organization working Across Pakistan
(JULY 2023 - AUGUST 2025)

- Preparing and checking payments / receipts vouchers.
- Processing vendor invoices, utility bills, and reimbursements.
- Maintaining petty cash & preparing cash reports.
- Assisting in salary preparation.
- Entering financial data into accounting software. (Excel)
- Tracking monthly expenses.
- Coordinating with the admin department for procurement & payments.
- Preparing simple financial summaries for management.
- Process employee expense claims, verifying receipts and compliance with company policy.
- Data entry, i.e, donors record, and monthly summary.
- Provide support to the accountant as needed.

➤ 6 Months Experience as a Cashier in Imtiaz Mega Mall.

01st-January-2021 To 30th - June - 2021

CERTIFICATIONS:

- Computer software & typing from (Fauji Foundation Institute)
- Short-hand typing (Sir Syed Institute)
- GIS-surveyor (Punjab Skills Development Fund)

Reference:

Reference will be provided as per demand.