



DOB: 08th Oct, 1993

🏠 House No. DD-1844,
Street No. 10,
Jhanda Chichi, Rawalpindi
Pakistan

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OBJECTIVE

To acquire a position where I can utilize my education and professional experience in today's challenging and dynamic environment.

QUALIFICATION

BACHELOR OF ARTS (2 Years)
AIOU, Islamabad - Pakistan

INTERMEDIATE - ARTS (2 Years)
AIOU, Islamabad - Pakistan

MATRICULATION - SCIENCE
BISE RAWALPINDI - PAKISTAN

PROFESSIONAL COURSES

Diploma – MS Office (Professional)
NAVTC, Government of Pakistan

Course – Computer Application
STI – Establishment Division ISB

Staff Training & Development Program
ORIC, NUML ISB

ACHIEVEMENTS

High Achiever's Award by VC NUML

Appreciation Letter by Director NUML

COMMUNICATION



ORGANIZATION



TEAM PLAYER



CREATIVITY



SOCIAL



HARDWORK



HOBBIES

Travelling
Hiking
Gardening
Cricket

Resume

Syed Baqir Abbas

UDC (Upper Division Clerk)

Administration / Human Resources

EXPERIENCES

(2018 – present)

UDC (Upper Division Clerk)

National University of Modern Languages (NUML),
Islamabad, Pakistan

- ❖ **Manage all administrative tasks/ activities**
- ❖ Coordinate office activities and operations to secure efficiency and compliance to University policies
- ❖ Supervise lower administrative staff and divide responsibilities to ensure performance
- ❖ Manage phone calls and correspondence (e-mail, letters etc.)
- ❖ Handling official correspondence i.e letter writing and processing of minutes for approval of authorities
- ❖ Submit timely reports and prepare presentations/ proposals as assigned
- ❖ Assist colleagues whenever necessary
- ❖ Also served in **Human Resources (Hiring) Branch** for 3 years

(2018)

Computer Lab Assistant

Fazaia Inter College (Pakistan Air Force),
Islamabad, Pakistan

- ❖ Maintaining all the computers/lab for students
- ❖ Check & balance of all type of computer work (MS Office) for students & faculty
- ❖ Handling official correspondence i.e letter writing, drafting etc.

(2015 – 2018)

Processing Incharge – Visa Section

Iqbal Manpower Consultants,
Islamabad, Pakistan

- ❖ Data collection from the Resumes & shortlisting of the candidates as per criteria
- ❖ Interview / Test calls for to the shortlisted candidates
- ❖ Preparation of cases for grant / permission of visa
- ❖ Preparation of cases for visa endorsement from embassy
- ❖ Preparation of cases after visa endorsement for protector and departure
- ❖ Handling official correspondence

(2015)

DEO (Data Entry Operator)

CHIP House, Islamabad, Pakistan

- ❖ Data collection from the Resumes through Email and Hard Copies
- ❖ Data Entry of the Resumes collected
- ❖ Listing of the data for shortlisting
- ❖ Assistance in the shortlisting of the candidates as per criteria
- ❖ Interview / Test calls for to the shortlisted candidates

(2014 – 2015)

SENIOR TYPIST

TeleTaleem, Islamabad, Pakistan

- ❖ Receiving of data from Seniors for English / Urdu typing and formatting in MS Office / Word as per requirement
- ❖ Assist colleagues whenever necessary