

Syed Fahad Hassan

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D.O.B 14th January 2002

Dera Ismail Khan • KPK

SUMMARY

Resourceful and detail-oriented professional with experience in administration, finance, fieldwork, and customer service. Skilled in data management, reporting, and technical troubleshooting across multiple platforms. Proficient in hardware and software troubleshooting including system-level repairs. Holds a BS Commerce (Hons) degree with strong problem-solving abilities and a commitment to delivering results in dynamic environments. Passionate about continuous skill development.

WORK EXPERIENCE

Administrative Assistant Fatimid Foundation, D.I.Khan	Jun 2025 - Present
- Manage administrative operations including documentation, petty cash, and procurement. - Maintain clear communication between departments, ensuring smooth operational support. - Handle official correspondence, maintain staff records, and assist in internal reporting tasks. - Contribute to administrative and financial functions while adhering to organizational policies.	
Enumerator Muslim Hands INGO, D.I.Khan	Dec 2024 - Mar 2025
- Conducted accurate field surveys and ensured data quality for project assessments. - Built strong community relationships, consistently achieving high participation rates. - Resolved critical data discrepancies, enhancing overall accuracy and reliability. - Provided actionable insights to effectively support community development initiatives.	
Data Entry Operator Ufone, D.I.Khan	Sep 2022 - Oct 2023
- Managed data entry tasks with accuracy and efficiency, maintaining a professional attitude. - Gained expertise in core job knowledge and consistently excelled in delivering results. - Enhanced professional behavior through team collaboration and rule adherence.	
Accounts Intern District Comptroller of Accounts, D.I.Khan	Jun 2023 - Aug 2023
- Assisted in managing and overseeing financial operations at the District Accounts Office. - Actively participated in the preparation of statements and reports for internal audits. - Engaged in data analysis, book-keeping, and reporting tasks, ensuring accuracy.	

EDUCATION

Bachelor of Commerce (Hons) 2020 - 2024 Gomal University, D.I.Khan	Intermediate In Computer Science 2017-2020 B.I.S.E D.I.Khan
- Gained foundational knowledge in finance, accounting, and business management. - Achieved a 3.03 CGPA	Achieved C Grade
	Matriculation In Computer Science 2015-2017 B.I.S.E D.I.Khan
	Achieved A Grade

ADDITIONAL INFORMATION

Technical Skills: Highly skilled in system troubleshooting, maintenance, and advanced modifications across diverse operating systems. Proficient in smartphone software and hardware repair, including custom firmware configuration, access-level customization, and mobile OS optimization. Adept at enhancing device performance and resolving complex technical issues with precision and efficiency.

Languages: English, Urdu, Saraiki