

Usama Majeed

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● WORK EXPERIENCE

 **BEACON HOUSE SCHOOL SYSTEM – ISLAMABAD, PAKISTAN**

OFFICER FACILITY ADMINISTRATION – 10/09/2025 – CURRENT

- Managed daily campus operations and office coordination, ensuring efficient workflow.
- Prepared official correspondence, reports, and documentation for management.
- Supervised support staff and maintained service standards across departments.
- Assisted senior management in event organization and meeting facilitation.

 **IQRA UNIVERSITY CHAK SHAHZAD CAMPUS – ISLAMABAD, PAKISTAN**

EXAM OFFICER – 13/01/2025 – 30/06/2025

- Coordinated academic and administrative schedules, ensuring effective communication between departments and staff.
- Maintained confidential student performance records, demonstrating precision and data management integrity.
- Supported faculty and administrative staff in operational planning, contributing to team efficiency and service quality.
- Facilitated examination-related logistics and student support with strong organizational and interpersonal skills.
- Ensured transparency, compliance, and professionalism across academic operations.

 **SONI JAWARI CENTRE FOR PUBLIC POLICY CHIEF MINISTER SECRETARIAT GILGIT BALTISTAN – GILGIT, PAKISTAN**

INTERNSHIP – 14/06/2024 – 31/08/2024

- Assisted in drafting official reports, employee correspondence, and documentation for internal and external departments.
- Supported planning and execution of administrative and HR coordination tasks aligned with organizational objectives.
- Maintained communication between management, staff, and partner organizations to ensure smooth operations.
- Handled confidential employee and departmental records with discretion.
- Provided administrative and multi-tasking support across HR and coordination functions.

 **GILGIT BALTISTAN ASSEMBLY, GILGIT BALTISTAN – GILGIT, PAKISTAN**

INTERNSHIP – 25/06/2023 – 25/08/2023

- Assisted in staff coordination, scheduling official meetings, and preparing agendas.
- Drafted and managed official correspondence and documentation with attention to accuracy and confidentiality.
- Maintained employee and departmental records, ensuring smooth information flow between teams.
- Strengthened communication, organizational, and documentation skills applicable to HR and administrative functions.

 **DEPARTMENT OF GOVERNANCE & PUBLIC POLICY NUML – ISLAMABAD, PAKISTAN**

TEACHING ASSISTANT-RESEARCH METHODOLOGY – 12/09/2022 – 05/01/2023

- Actively supported students through academic guidance and personalized feedback, enhancing their learning outcomes.
- Helped with grading assignments and tests, providing constructive feedback to students based on results.
- Supported classroom activities, tutoring, and reviewing research work.
- Worked with teacher to optimize learning plans based on student test grades and evaluations.
- Completed daily reports on attendance and disciplinary performance.

 **NUML SDG SCOUTS – ISLAMABAD, PAKISTAN**

Department Governance & Public Policy | **Email** sdgnotesnuml@gmail.com

PROJECT COORDINATOR – 10/09/2022 – 15/02/2023

- Organized youth awareness campaigns and extracurricular programs aligned with Sustainable Development Goals.
- Promoted community engagement, teamwork, and responsible citizenship among students.
- Built partnerships with local stakeholders to promote sustainable development
- Conducted workshops on project management and governance for youth engagement

GOVERNANCE EDUCATION NETWORK NUML – ISLAMABAD, PAKISTAN

HEAD – STUDENT CHARACTER & LEADERSHIP DEVELOPMENT WING – 15/12/2022 – 30/12/2023

- Led the conceptualization and execution of character-building programs at Governance Education Network, emphasizing ethical values and leadership skills.
- Coordinated with faculty and external partners to organize workshops and seminars aimed at fostering accountability and responsible citizenship.
- Supported student-led initiatives and community projects to cultivate social responsibility and civic engagement, nurturing ethical leadership in public administration and governance.

EDUCATION AND TRAINING

15/02/2021 – 08/01/2025 Islamabad, Pakistan

BACHELOR IN PUBLIC ADMINISTRATION AND GOVERNANCE National University of Modern Languages Islamabad, Pakistan

Website <https://numl.edu.pk/> | **Field of study** Governance and Public Policy | **Final grade** 3.43

12/12/2022 – 23/12/2022 Islamabad, Pakistan

UNITED NATIONS PROTECTION OF CIVILIANS COURSE-09 NUST Institute of Peace and Conflict Studies

Website <https://nips.nust.edu.pk/>

18/12/2023 – 22/12/2023 Islamabad, Pakistan

FOOD SECURITY ISSUES & MITIGATION STRATEGIES AHK National Center for Rural Development Government of Pakistan

Website <https://ncrd.gov.pk/>

05/09/2022

FLOOD DISASTER TREATMENT-MASTER CLASS Aga Khan University

22/09/2025 – 26/09/2025

SOCIO-ECONOMIC DEVELOPMENT & SDGS STATUS AHK National Center for Rural Development Islamabad

SKILLS

Digital Skills

Microsoft Word | Social Media | Nvivo | SPSS | Microsoft Powerpoint

Soft Skills

Office Administration & Coordination | Administrative Assistance | Human Resource Management | Administration & Operations | Communication & Public Relation | Student Engagement & Leadership | Record & Data Management | Scheduling & Coordination | Strategic Planning | Research & Data Collection | Team Work & Collaboration | Leadership (responsible for a team of 5 people) | Event Planning & Coordination | Project Management | Research & development | Administrative Management | PROJECT PLANNING | Ability to multitask

PUBLICATIONS

2025

[Investigating Socioeconomic Development in the Absence of Local Government in Gilgit Baltistan, Pakistan](#)

Majeed, U., Madni, S., & Shinwari, R. A. (2025). Investigating socioeconomic development in the absence of local government in Gilgit Baltistan, Pakistan . Journal of Humanities, Social and Management Sciences (JHSMS), 6(1),

● LANGUAGE SKILLS

Mother tongue(s): **KHOWAR**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	C2	B1	B2	C1
URDU	C2	C2	C2	C2	C2
GERMAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● VOLUNTEERING

24/11/2022 – 24/11/2022 Islamabad

Blood Donation Camp

28/12/2022 Islamabad

Awareness Session on Child Sexual Violation & its Prevention

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30/11/2022 ETO Park School Islamabad

Awareness Session on Child Sexual Violence & its Prevention

Islamabad

Vice President Wall of Hope

● NETWORKS AND MEMBERSHIPS

Islamabad

Million Smiles Pakistan

Islamabad

Wall of Hope

Islamabad

Youth Council Pakistan

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10/04/2022 – 15/10/2024 Islamabad

Making Minors Major