



Abdul Qayoom

Care Taker Boys Hostel

Contact

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Kandhkot Kashmore, Sindh Pakistan

About Me

A dedicated hostel management professional with Associate and Bachelor's degree in Education. Experienced in hostel administration, student housing, room allocation, and addressing student concerns. Skilled in managing daily operations, maintaining discipline and hygiene, and ensuring a safe, supportive living environment. Actively seeking opportunities to apply my expertise and contribute to institutional growth.

Skills

- Hostel Operation Management
- Students Housing & Allocation
- Mess & Dining Facility Supervision
- Teamwork
- Leadership
- Interpersonal & Communication

Education

ADE / B.Ed (Hons)

Govt Elementary College of Education
(Men) Kandh Kot

2021 - 2024

Percentage: **78.54**

F. Sc. Pre-Engineering

Govt Boys Higher Secondary School
Kandh kot

2016 - 2018

Grade: **B**

Experience

Care Taker Boys Hostel

NUST Balochistan Campus NBC Quetta

April 2022 - Present

- Overseeing daily hostel administration
- Addressing students' concerns
- Allocating student accommodation
- Supervising mess and dining services
- Handling complaints and resolving conflicts
- Maintaining effective communication and interpersonal relations
- Enforcing hostel discipline and rules
- Ensuring hygiene standards and facility management
- Coordinating maintenance and repairs
- Overseeing safety and security measures

Certifications

CIT SHORT-COURSE

Bakhtawar Bhutto Institute of Information
Technology Kandh Kot

Jan 2017 - Jun 2017

Languages

- English - Fluent
- Sindhi - Native
- Urdu - Fluent

References

Available upon request