

Zaryab Ali Khan

International Relations

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PROFILE

Strong organizational abilities coupled with effective communication skills. Eager to leverage expertise in a dynamic environment where I can contribute to the success of the team."

EDUCATION

NUML, Islamabad <i>BS(HONS) International Relations</i>	02/2018 – 02/2022 Islamabad/Pakistan
Gomal University <i>BA, Political Science and English Elective</i>	07/2019 – 11/2019 Dera Ismail Khan/Pakistan
Kanz College/ Dera Ismail Khan <i>HSSC, Pre-medical</i>	07/2016 Dera Ismail Khan/Pakistan
Army Public School/ Dera Ismail Khan <i>SSC, Pre-Medical</i>	06/2014 Dera Ismail Khan/Pakistan

PROFESSIONAL EXPERIENCE

British Council <i>Venue Staff Exam Invigilator</i> - Administering examinations and adhering strictly to examination procedures and protocols. - Monitoring candidates during examinations to prevent misconduct or irregularities. - Assisting with post-examination tasks, such as collecting and securely storing examination materials. - Maintaining accurate records and documentation related to examination sessions.	02/2024 – 02/2025 Islamabad/Pakistan
GAO Tek Inc., USA <i>Human Resource Internship</i> Organizing and maintaining employee records, ensuring they are updated and filed correctly. Assisting in scheduling interviews, meetings, and other HR-related appointments Managing HR-related correspondence, including emails and letters. Assisting in creating and posting job advertisements on various platforms.	03/2024 – 07/2024 Remote

Reviewing resumes and applications to shortlist candidates

Presidential Lodges, Islamabad

Supervisor

The hostel supervisor is typically responsible for the overall management and smooth operation of the hostel facility.

Staff Supervision

Guest Services

Facility Maintenance

Administrative Tasks

Security and Safety

Marketing and Promotion

Community Engagement

07/2022 – 01/2024

Islamabad/Pakistan

M. SHAFI SHOAP AND GHEE MILLS

Operations Coordinator

plays a role in optimizing operational efficiency, fostering collaboration, and ensuring that day-to-day operations run smoothly to support the organization's overall success

08/2016 – 10/2017

Dera Ismail Khan

SKILLS

- | | | |
|---|--|--|
| • Excellent written and verbal English, with strong interpersonal and networking skills | • Highly organized, tech-savvy, adaptable, and able to manage multiple tasks under deadlines | • good office management, interpersonal, coordination, public dealing, stress/time management and computer applications (MS office etc) related skills |
|---|--|--|

LANGUAGES

English	● ● ● ● ●	Urdu	● ● ● ● ●
Pashtu	● ● ● ● ●	Saraiki	● ● ● ● ●

CERTIFICATES

- | | | |
|------------------------------|---------------------------|------------------------------|
| • Digital Marketing | • Human Resource training | • Child Protection Awareness |
| • Intro to Exam Invigilation | | |

INTERESTS

Non-traditional challenges | Climate change and green growth | Public diplomacy | Communication | Human Resource

PROJECTS

Research Paper

02/2022

Major Power Politics and Climate Change; A case study of US and China.

It is a century of economic development in which a title called hegemonic power can be achieved through economic strength. No major power, either the USA or China, is willing to compromise on its economy in one way or another, but the issue of climate change and hazardous emissions spreading from it has a direct nexus with a state's economy and affects the global health system.

Unpublished Article

2025

European Economic Community (EEC) : A step Towards the European Union.

Unpublished Article

2025

Are Robots rivalling humans and stealing their jobs?

Unpublished Article

2025

Globalization's Historical Evolution since WW11

VOLUNTARY SERVICE

Voluntary Service

Dera Ismail Khan

Independent with team of 8 people

Involved in voluntary service for internally displaced people (IDPs) from Waziristan, helping families who were forced to leave their homes due to conflict. My work focused on providing temporary shelters, connecting them with essential support services, and assisting them in finding safe and stable housing. Through community outreach and coordination with local organisations, I tried to offer comfort, dignity, and hope to those who had lost everything. This experience strengthened my commitment to humanitarian service and supporting vulnerable communities.