

Muhammad Zain Ul Abidin

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Organized and detail-oriented professional with experience in documentation, coordination, and compliance-oriented processes. Strong in maintaining confidential records, supporting structured workflows, and communicating professionally across teams. Seeking a role to contribute reliable administrative and logistic support while developing practical human resource competencies.

Education**1. MPhil. International Relations (NDU), Year-2023-2026****2. BS. International Relations (NDU), Year-2019-2023****Experience****1.Safe Life Home Health Care-RHS |Feb,2026-June,2026****Operations Assistant/AR-Exective**

- Process patient's data into Portals
- Working on records through Google Sheets
- Following up on patients with Referral Sources
- Collaborating with team in data Operations
- Keeping the records of confidential data of the patients
- Researching online and working on health care administrative softwares (Notify, Well Sky, Forcura/Mosai)

2. Desric Group**Assistant Research and investigation |Oct, 2024- March 2025**

- Conducted primary and secondary background screening by reviewing global records through state departments.
- Performed fact-finding across media outlets to gather comprehensive subject information.
- Assisted in fulfilling data subject rights requests (access, rectification, deletion) under GDPR.

3.Institute of Regional Studies, Islamabad**Cyber Security Research Intern | April 1, 2023 -July 30,2023**

- Conduct in-depth research on cyber security threats with intersection of International Relations, analyzing the evolving tactics and potential vulnerabilities.
- Attending several seminars on the potential of Cyber domain and risks associated with it.
- Developed strong analytical, critical thinking, and problem-solving skills through research projects.
- Successfully managed and organized events at the Institute including podcast and conferences

Skills

Record management

Data entry & verification

Basic compliance & SOP adherence

Confidential information handling

Critical Analysis

Background Screening

Shopify web development

MS Office, Administrative portals

Certifications**1. Foundations of Project Management Certification****Awarded by:** Saylor Academy**2. Time and Stress Management Certification****Awarded by:** Coursera/Google