

Anas Abdullah

Rawalpindi, Pakistan | anasabdullah6000@gmail.com | 0336-1565584 |

EDUCATION

National Defence University | *BS Government and Public Policy* Islamabad, Pakistan | **09/2022 – Present**
Fazaia Inter College Nur Khan | *Pre-Medical* Rawalpindi, Pakistan | **08/2019 – 07/2021**
Saadi,s Ecole School | *Science* Rawalpindi, Pakistan | **01/2009 - 07/2019**

SKILLS

- | | | |
|--------------------------|--|-------------------------------------|
| • Software Tools: | <i>Eviews, Excel, Word,</i> | Technical Skills: Expert |
| • Research: | <i>Quantitative, Qualitative, Case Studies, Research Papers</i> | Research Proficiency: Expert |
| • Communication: | <i>Written and Oral Communication: English, Urdu, Problem Solving, Content Writing, Script Writing</i> | Language Proficiency: Strong |

EXPERIENCE

INTERNSHIP 07/2024 – 08/2024

Admission Officer

- *Facilitate Admission Process*

VOLUNTEERSHIP 01/2024 - present

Human Resource Executive EOTO

- *Human Resource Management.*

VOLUNTEERSHIP 01/2023 - present

Vice President Wall of Hope Islamabad

- *Executive decisions.*
- *Events management.*
- *External relations.*
- *Team management.*
- *Team building.*

AMBASSADOR 01/2023 – 01/2024

Shoukat Khanum Memorial Trust

- *Fundraising.*
- *Event management. (iftar dinner for the donors of SKMT hosted by Faisal Sultan CEO SKMT).*
- *Campaign for SKMT (Food Fest Islamabad).*
- *Team building (volunteer team).*

ADMIN OFFICER AND HR

07/2023 – 08/2023

Strings Burns

- *Administration.*
- *Record management.*
- *Employee records.*
- *Balance of payments.*
- *Client proposals.*
- *Team management.*
- *Research and development.*

ASSISTANT TO MANAGER

01/2022 – 01/2023

Agosh Alkhidmat Rawalpindi

- *Management.*
- *Record management.*
- *Admissions entry.*
- *Daily expense records.*
- *Teaching.*
- *Psychological trainings.*

INTERESTS

- *MMA*
- *CRICKET*
- *SWINMING*
- *TENNIS*

- *DIGITAL GAMING*

REFERENCES

REFERENCES CAN BE PROVIDED ON DEMAND