



CONTACT

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EDUCATION & CERTIFICATIONS

2019- 2023

BS Physics
COMSATS University Islamabad

2016 - 2018

FG Sir Syed College The Mall, Rawalpindi
FSc. Pre Medical
FBISE

2014 - 2016

KRL Model College For Boys, Kahuta
SSC
FBISE

SKILLS

- COMSOL
- Communication
- Event Coordination
- Relationships Management
- Quality Assurance
- Microsoft Office
- Analysis and Problem Solving
- Management

LANGUAGES

English, Urdu, Punjabi

PROJECTS

Final Year Project 2022-2023
COMSATS University Islamabad
Demonstration of Cloaking using Cylindrical Object coated with Meta Materials.

ABDUL WAHAB SHAH

Analytical and detail-oriented Physics graduate with a strong foundation in experimental techniques and data analysis. Combines technical expertise with trained skills in quality control, process optimization, and team management. Eager to apply a rigorous scientific approach to ensure product integrity and operational efficiency in a manufacturing or technical management role.

Experience

Education Counsellor [Nov 2025 – Present] DPI Consultants PWD, Islamabad

- As an Education Counsellor, I provided personalized guidance to students regarding study abroad opportunities based on their academic background, career goals, and financial capacity.
- Assisted students throughout the university admission process, including program selection, application preparation, document verification, and submission.
- Advised students on visa requirements, scholarship opportunities, and pre departure procedures while ensuring compliance with the admission policies of international institutions.
- Maintained strong relationships with partner universities, responded to student inquiries promptly, and delivered accurate information about admission criteria, tuition fees, and application deadlines.
- Consistently achieved student enrollment targets by conducting educational seminars, counseling sessions, and follow-ups while delivering exceptional customer service and maintaining accurate student records.

Branch Banking Officer [July 2024 – July 2025] UBL Bahria Town Phase 4 Civic Centre, Islamabad

- As a Branch Banking Officer at UBL Pakistan, I provided high-quality customer service by assisting clients with account opening, deposits, withdrawals, and other banking transactions.
- Ensured compliance with bank policies, regulatory requirements, and anti-money laundering (AML) procedures while processing customer requests accurately.
- Engaged customer inquiries, resolved complaints professionally, and promoted banking products and services to achieve branch business targets.
- Maintained accurate records of transactions, verified customer documentation, and supported daily branch operations to ensure smooth and efficient service delivery.
- Collaborated with branch staff to enhance customer satisfaction, strengthen client relationships, and contribute to the achievement of the branch's operational and financial objectives.

HR Executive [August 2023 – July 2024] KF Consultants DHA Phase 2, Islamabad

- As an HR Executive, I managed end-to-end recruitment processes, including sourcing, interviewing, and on boarding new employees.
- Maintained employee records and ensured compliance with company policies and labor regulations.
- Coordinated employee engagement activities, training programs, and performance management initiatives to enhance workplace productivity.
- Handled payroll support, attendance monitoring, leave management, and HR documentation with accuracy and confidentiality.
- Served as a bridge between management and employees by addressing workplace concerns, promoting positive employee relations, and supporting organizational goals.