

Usama Abid

Date of birth: 14/10/1996 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+92) 3411441411 (Mobile) | **Email address:** usamaabid642@gmail.com |

Address: Near Madni Masjid Govt. Women College Road Phalia M.B.DIN, 50430, Mandibhauin, Pakistan (Home)

WORK EXPERIENCE

RESEARCH ASSISTANT – 05/04/2019 – 06/09/2021 – ISLAMABAD, PAKISTAN

- Worked as Research assistant (RA) in Climate Change and Atmospheric chemistry Research Group (C-CARGO).-
- Mainly involved in emphasizing the existing environmental policies in Pakistan and their adherence to international agreements in the context of climate change.

EDUCATION AND TRAINING

08/02/2018 – 12/02/2022 ISLAMABAD, Pakistan
BS (HONS) IN INTERNATIONAL RELATIONS National Defence University, Islamabad

Website <https://ndu.edu.pk>

11/09/2023 – 17/06/2026 ISLAMABAD, Pakistan
MS IN DEVELOPMENT STUDIES National University of Sciences and Technology (NUST), Islamabad

Climate Change and Development

Website <https://nust.edu.pk> | **Field of study** Social and behavioural sciences not further defined | **Final grade** B+ | **Number of credits** 36

LANGUAGE SKILLS

Mother tongue(s): **URDU** | **PANJABI; PUNJABI**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

VOLUNTEERING

04/02/2019 – 07/07/2019 Islamabad
Rizq

- Worked as Volunteer with Rizq as a Part of our community service subject
- Organized fundraiser for underprivileged people of Basti Nurpur Shahan Islamabad
- Extensively collected data and conducted poverty survey there.

Link <https://rizq.org>

SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Phone, email and chat communication skills | Conducting Detailed Research | Research | Email marketing. | Social Media Management- Social Media Ads

10/10/2021 – 12/01/2022

Internship at Ministry of Foreign Affairs (MOFA) Pakistan

- *Conducted in-depth research on geopolitical issues impacting Pakistan's relations with European countries, including tracking current events and policy changes.*
- *Assisted in preparing detailed reports and briefing materials for senior diplomats and officials for high-level meetings and negotiations.*
- *Drafted official correspondence to foreign embassies and international organizations, ensuring clarity and alignment with the Ministry's standards.*
- *Participated in organizing diplomatic events, meetings, and conferences, coordinating with various departments and external stakeholders.*
- *Provided general administrative support, including scheduling meetings, managing documents, and assisting with logistical arrangements for diplomatic missions.*

05/06/2021 – 10/09/2021

Internee at National Assembly of Pakistan

- *Assisting in the organization and coordination of committee meetings, including preparing agendas, meeting minutes, and follow-up reports.*
- *Conducting research on various legislative issues and drafting summaries to aid committee members in their deliberations.*
- *Providing administrative support to committee members and staff, ensuring smooth communication and workflow.*
- *Observing and participating in committee discussions and hearings, gaining a deeper understanding of the legislative process and policy-making.*
- *Collaborating with other interns and staff on special projects and tasks as assigned, contributing to the overall efficiency of the committee wing.*