

[Irfan-397852@gulfjosbeeker.com](mailto:Irfan-397852@gulfjosbeeker.com)





**SKILLS**



* Proficient in Microsoft Oﬃce including Excel and Power point
* Critical Thinking, Strong oral, written and interpersonal communication
* Teamwork
* Project Management
* Ability to Work Under Pressure
* Conflict Resolution.
* Adaptability



**LANGUAGES**



Sindhi

*Native*

Enlish

*Full Professional Proficiency*

Urdu

*Full Professional Proficiency*

**INTERESTS**



Computing Puzzles



Chess Gaming



Music Reading

Irfan



To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that oﬀers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

**WORK EXPERIENCE**



**Internee**

Information and Archives department Sindh.

*02/2016 – 03/2017 Karachi Achievements/Tasks*

Assist in all functions of the administrative unit/Utilizing large data to extract key information



**Customer Support Executive**

ibex Global Karachi

*04/2017 – 08/2017 Karachi,Pakistan Contact Center /Digital Media Marketing Design & Development Managed IT Services Knowledge Process . Achievements/Tasks*

Good communications skills



Ability to listen and active problem solving skills



Good interpersonal skills



**Social Mobilizer**

*2017 – 2019* *Dadu, Sindh , (Pakistan)*

*a Non Government Organization with physical presence and active projects in more than 9 districts of Sindh , Pakistan*

*Achievements/Tasks*

Implementation and reporting of planned activities



Work with local leaders to protection children from child violations and abuses on child protection.



Facilitate and monitor the implementation of planned activities and community level engagements.



Sensitization of children on child protection.



Sensitize children, guardians/parents and other stakeholders about children’s rights and responsibilities with a view to identify child violations.



Train communities and partners on implementation of CPU .



**CERTIFICATES**



National Internship Program (02/2016 – 03/2017)

**EDUCATION**



**Bachelor of Science (BS)**

University of Sindh

*01/2012 – 12/2015 jamshoro sindh,pakistan Courses*

International Relations



**ACHIEVEMENTS**



Come up with a new idea that improved things

Identified a problem and solved it.