



Ameer Abbas Abbas Kazmi, Syed

Male, 36 Years, Lahore, Pakistani

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Professional Summary

I have served in a systemized and patronized department of Pakistan Armed forces as staff officer . Monitored administrative matters during my stay at different appointments. I am young and energetic professional with strong organizational experience. Task oriented officer and can work in tough environment even working in a very tense environment since my joining date.



Personal Information

Father's Name:	Ghazanfar Kazmi
Date of Birth:	Oct 4, 1981
Nationality:	Pakistani
Country:	Pakistan
Marital Status:	Married
Languages:	English (Expert), Arabic (Beginner), Farsi (Beginner)
Expected Salary:	70,000 - 79,999
Industry:	Education/Training
Career Level:	Experienced Professional
Functional Area	Administration
Zip Code:	54920
Address:	1-B, Street 136, Fazal Ellahi Park, Baghbanpura Lahore 54920.



Work Experience

District Monitoring And Evaluation Officer

Education, Lahore, Pakistan

Sep 2017 - present

District Monitoring and Evaluation Officer.
Monitoring of Government School operated by NGOs.
Also serving as Administrator - camp office at tehsil Pattoki.
Serving as district head and dealing with 13 schools of different levels.

Manager Operations - Food Trends (Pvt) Limited

Saucy, Lahore, Pakistan

Sep 2016 - Sep 2017

Manager Operations and dealing all plant matters.
HR and administrative matters.
Monitoring and day to day checking of MT and others transport of the company.
Monitoring of procurement procedure.
Monitoring of labour laws being followed.
Served as head of recruitment, operations and administration department.
Monitoring staff discipline and attendance recorded by admin officer.
Monitoring the policy and office orders of the company.

Principal

Cantt School System, Lahore, Pakistan

Mar 2014 - Aug 2016

Dealing with administrative matters of campus.

Recruitment and training of newly appointed staff.

Look after school students affairs.

Remain editor of school magazine in 2014.

Staff Officer Grade - 3, Pakistan Rangers (Punjab)

Pakistan Rangers, Rahimyar Khan, Pakistan

Mar 2010 - Dec 2013

Served as Staff Officer and also served as Principal of Rangers Institute of Technical Education, Rahimyar Khan.

Commanded 5 x schools and 1 x college operational under sector headquarters Cholistan Rangers.

Served on a local contract without ministerial approval.

Pakistan Rangers (Punjab) - Principal

Pakistan Rangers, Okara, Pakistan

Dec 2006 - Mar 2010

Appointed as vice principal whereas served as Principal in very young age.

Showed excellent results during my tenure in that remote area.

Recruitment of new teaching staff and training.

Dealing with all administrative HR matters of both boys and girls campuses.

Conducted many educational and non educational trainings.

Teaching Assistant

Government College University Lahore, Lahore, Pakistan

Jan 2003 - Dec 2004

Teaching assistant and lecturer after selection of my seniors as CSP Officer.

Honored after achieving distinguish position in department.

Took many Pakistan Studies classes and remain paper setter for intermediate level.

Skills & Expertise

Administration and Office Management	5+ Years	Administration and Operations	5+ Years
Branch Administration	5+ Years	Communication Skills Listening	5+ Years
Corporate - Procurement / Administration Departmen	5+ Years	Internet Surfing	5+ Years
MS Outlook	5+ Years	MS Word	5+ Years
Office Management	5+ Years	Recruitment & Trainings	5+ Years
Response And Mitigation	5+ Years	Staff duty and Public Relations	5+ Years
Strategic Human Resources Leadership	5+ Years	Time management	5+ Years



Education

Masters (Masters in Public Administration - Contd)

Allama Iqbal Open Univeristy, Lahore, Pakistan
2013
Grade: A

Masters (M.A History)

Government College University, Lahore, Pakistan
2003
GPA: 3.19 Out of 4

Bachelors (B.A)

Forman Christian College, Lahore, Pakistan
2001
Grade: B+

Intermediate (F.A)

Forman Christian College, Lahore, Pakistan
1999
Grade: C

Matriculation (Secondary School Certificate)

Govt. Degree College, Lahore, Pakistan
1997
Grade: B+



Projects

Prime minister Hunarmand Program Pakistan

Jun 2012 - Feb 2013

Technical Training was carried out at HQ

BISP - Waseela-e-Rozgar

Dec 2011 - Apr 2013

<http://www.bisp.gov.pk>

BISP



Websites

www.saucy.pk

www.saucy.pk

Government College University

www.gcu.edu.pk

Pakistan Rangers (Punjab)

www.pakistanrangerspunjab.com