



NAVEED AHMED

MASTERS OF PUBLIC
ADMINISTRATION

CONTACT

PHONE:
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SKILLS

- Motivation & Management
- Problem Solving & Teamwork
- Interpersonal & Analytical
- Research & Report Writing
- Leading & Listening
- Communication &
- Computer

LANGUAGE SKILLS

- Proficient in English
- Proficient in Chinese
- Proficient in Urdu
- Proficient in Sindh

PROFESSIONAL PROFILE

A confident and highly organized administrative professional experience in busy office and reception environments, rapidly assimilating and learning processes applicable to in-house operations, consistently impressing employers which has resulted in fast-track advancement to more senior positions.

Meticulous in my approach to data collation and presentation, I setup and maintain records, incorporating critical information and running high quality reports and analyses in the requisite style and format.

WORK HISTORY

2020-02
2020-10

GM Coordinator

MEESAM CONSTRUCTION COMPANY LTD. HYD

Coordinated different projects in Hyderabad and Mirpurkhas of WASA and Sindh Govt., contacted prospect clients for business development, led to different work groups during projects, represented Company in many tender bids etc.

2014-06
2015-08

Lecturer

**FEDERAL URDU UNIVERSITY OF ART, SCIENCE AND
TECHNOLOGY, ISLAMABAD**

Taught diverse student population by employing various learning styles and abilities. And accentuate presentations, including visual, aural and social learning modalities.

EDUCATION

2015-09
2018-07

**Master of Public Administration:
Public Management**

**UNIVERSITY OF SCIENCE AND TECHNOLOGY OF
CHINA- Hefei City, Anhui Province, China**

2010-01
2013-12

BS Commerce: Finance

**UNIVERSITY OF SINDH JAMSHORO- Jamshoro City,
Sindh Province, Pakistan**



CERTIFICATIONS



TESOL Certificate: from "The American TESOL Institute".



Chinese Language University Certificate.



Training Workshop: on Employability & Entrepreneurial Skills
Sponsored by Higher Education Commission Pakistan.



HONORS & AWARDS



Received An Award of "Full Scholarship" for Masters Studies by "Chinese Government" at University of Science and Technology of China Worth 5,000,000/= RMB.



Received An Honorary Award of "Excellent Volunteer" in 2016 by University of Science and Technology of China.



Received "Excellent Performance" award in 2017 Sino-Foreign Cultural Exchange Festival by University of Science and Technology of China.



PUBLICATIONS

1. Major Factors Leading Rapid Urbanization in China and Pakistan: A Comparative Study. Journal of Social Science Studies, 5(1). <https://doi.org/10.5296/jsss.v5i1.11710>, Malik, N., Asmi, F., Ali, M., & Rahman, M. M. (2017).
2. Essential Skills for Project Stakeholders Identification: Sustainability Perspective. International Journal of Business and Social Research. 7(8), 43–55. Rahman, M. M., Ali, M., Malik, N., Ahmad, M. S., & Asmi, F. (2017).
3. Evaluation of e-service quality through customer satisfaction (A case study of FBR e-taxation). Open Journal of Social Sciences (JSS), 5(9), 21. <https://doi.org/10.4236/jss.2017.59013>, Ali, M., Asmi, F., Rahman, M. M., Malik, N., & Ahmad, M. S. (2017).
4. Push and pull factors of urbanization in Pakistan and majors trends of urbanization. International Journal of Urban and Regional Research (submitted), Malik, N., Asmi, F., & Rahman, M. M. August (2019).
5. Major factors causing migration and urbanization in china. International journal of urban and regional research (submitted), malik, n., z.salam, yet-yen. September (2019).

REFERENCES

1. Professor Dr. Akhtar Hussain Markhand

Centre for Pure and Applied Geology University of Sindh, Jamshoro
Contact: 0331-3072499 Email: markhand.akhtar@usindh.edu.pk

2. Professor Dr. Badar Muneer

Department of Telecommunication Engineering, MUET
Contact: 0345-5989998 Email: bn_aries@live.com