

Iftikhar Hussain Qureshi

F/ Name: Abdul Qayyum Qureshi
CNIC: 82203-9452892-1
Passport: AZ4918923 (Valid till 01 June, 2026)
D.O.B: 16th Sep, 1981
Address: Ward No. 04 Ghari Dupatta District Muzaffarabad AJK
Cell No. +923451884321, +923005780119
Email: iftikharqur786@gmail.com



PERSONAL STATEMENT

Highly organized and efficient person, with a thorough and precise approach to projects, which has produced excellent results to date. Able to manage own time effectively, and priorities workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer relations skills.

16 years of working experience with renowned Public / Private Sectors organizations on different positions focusing on project management, Livelihood and food Security programming, institutional development.

10 Years with Earthquake Reconstruction & Rehabilitations Authority (ERRA) on 55 Projects (Buildings, Roads & Infrastructures Services) in Muzaffarabad City.

EDUCATION

| S. no | Degree Name | Field | Institutions |
|--------------|-----------------------------------------|----------------------------------|---------------------|
| 1 | Master of Business Administration (MBA) | Finance/Administration | University of AJK |
| 2 | Bachelor of Sciences (BSc) | Statistics, Economics, Geography | University of AJK |
| 3 | I. Com | Commerce | BISE Mirpur |
| 4 | Metric | Arts | BISE Mirpur |
| 5 | Computer Diploma | MS Office, Internet, Software's | Pearl College |

KEY SKILLS/COMPETENCIES

Ability to manage time and prioritize workload to ensure efficient delivery of all aspects of tasks.

- Regular user of Microsoft Office, including Excel, Word and PowerPoint
- Highly organized and efficient
- Excellent communication skills
- Polite and professional manner
- High level of attention to detail
- Organization and planning skills
- Management and prioritizing skills
- Verbal and written communication skills
- Problem solving ability
- Attention to detail
- Accuracy
- Flexibility
- Teamwork

PROFESSIONAL EXPERIENCE

1. OFFICE MANAGER June, 2019 to Nov, 2023.

DISASTER CLIMATE & IMPROVEMENT PROJECT (WORLD BANK) MUZAFFARABAD AJK **MAIN JOB TASKS AND RESPONSIBILITIES**

- Provide administrative & human resource support to the Project Director and senior officers in drafting of documents and other related material.
- Operate manual and computerized office systems, for example filing papers and maintaining databases.
- Prepares documents related to office and officer/staff for operations by accessing different software in computer.

- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Input data, such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval.
- Assist in the production of statements and applications, preparation of spreadsheets, reports and correspondence as required.
- Undertake general office duties, for example:
 - dealing with post, faxes and internal and external e-mail enquiries;
 - drafting and sending standard letters on behalf of the Project Director;
 - photocopying and collating papers and mailings;
 - arranging documents to be printed/bulk printing arrangements;
 - To undertake office telephone reception, including taking messages for other staff.

2. **DOCUMENTS CONTROLLER**–Jan, 2015 to Apr, 2019

EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY (ERRA)

MAIN JOB TASKS AND RESPONSIBILITIES

- **Controlled and updating technical documents of 55xProjects (User Requirements, Concept Designs, Detailed Designs, File & Other Documents related to Projects.**
- External and internal correspondences by the software available in the project.
- Manage the control of incoming documents ensuring that project document control procedures.
- Maintain accurate records of incoming documents and correspondence and retrieve immediately as required or requested.
- Prepare letters, reports, presentations, meeting minutes and monthly reports.
- Assist in the management of all outgoing documents in particular the issuing of letters, transmittals, reports and drawings.
- Keep a record of all folders/files that have been issued to various members of the team and ensure they are returned in a timely manner.
- Update drawing classification and tender/construction drawings.
- Operate office equipment, such as photocopier/scanner, printer, fax machine and binder, in supporting the project team with their requirements.
- Assist Project Director
- Schedule and coordinate meetings, appointments and travel arrangements for Project Director
- Coordinate with Chinese Companies' Officials M/S CWE and M/S CXB
- Prepare confidential correspondence regarding Chinese Companies' Officials M/S CWE/M/S CXB
- Maintain Security files of Chinese Personnel
- Provide support to the security departments
- Provide updated detail to the interior department
- Audit matters pertaining to Admin & Finance.
- Maintain & update record related to Employees
- Monitor incoming emails and answer or forward as required
- Monitor incoming/outgoing mail for receiving and distribution
- Prepare correspondence, reports, drafts, emails and scanning
- Type documents, reports and correspondence, and monitoring clerical functions and prepare Monthly Reports of Vehicles & Projects
- Control and maintain organization and project documentation
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and organization professionals
- Producing document progress reports for seniors
- Conducting regular reviews and document audits

3. **ASSISTANT at Technical Section**—Sep, 2009 to Dec, 2014

EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY (ERRA)

MAIN JOB TASKS AND RESPONSIBILITIES

- **Control and maintain organization and project documentation**
- Audit matters pertaining to Admin & Technical
- Prepare correspondence, reports, drafts, emails and scanning
- Type documents, reports and correspondence, and monitoring clerical functions and prepare Monthly Reports of Vehicles & Projects
- Scan and upload documents
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and organization professionals
- Producing document progress reports for seniors
- Using computers to organize and distribute documents

4. **Admin Assistant** —Jan, 2008 to Aug, 2009

DOSTI DEVELOPMENT FOUNDATION (DDF), MUZAFFARABAD/NEELUM A.K

MAIN RESPONSIBILITIES

- Assist in resolving any administrative problems
- Answer telephone calls
- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Maintain office supplies for department
- Update and maintain internal staff contact lists
- keep office area clean and tidy
- Organize travel arrangements for staff
- Ensure office equipment is properly maintained and serviced

5. **Office Assistant** —Dec, 2005 to Dec, 2007

NATIONAL RUREL SUPPORT PROGRAM (NRSP), MUZAFFARABAD/NEELUM A.K

MAIN RESPONSIBILITIES

- Maintained and organized the company filing system
- Maintained with all incoming calls, typed all documents, correspondence, fax, Scan and copy documents

SEMINARS & TRAINING

- Orientation Training Workshop organized by NRSP-IRM
- Effective Communication Skills organized by NRSP-IRM
- Training of Trainers on SM organized by NRSP-IRM
- Gender and Development organized by NRSP-IRM
- Conflict resolution organized by NRSP-IRM
- Credit Risk Management organized by NRSP-IRM
- Disaster Management Organized By UNDP

REFERENCES

- **Ansar Yaqoob**
Secretary GoAJK
Cell: 0300-5186567
- **Brig ® Riaz Ahmd Noor**
Project Director(ERRA)
Email: pdmcdp@gmail.com
Cell: 0301-8544444



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

RESULT INTIMATION CARD

M.B.A 4th (Final) Examination, Spring 2014

Roll No. 579 Serial No. 20
Registration No: 2003-Gmdb-4831
Name: Iftikhar Hussain Qureshi
Father's Name: Abdul Qayyum Qureshi

is hereby informed that he / she has PASSED the Examination mentioned above held in
November, 2015 . Securing / 1085 / 2100 marks. In 2nd Division.
The marks obtained in each paper are given below:

| PAPER | SUBJECT | Obtained Marks | | Remarks |
|-------|--------------------------------------------|----------------|------|---------|
| I | Research Methods & Techniques | 42 | 100 | |
| II | Business Policy | 54 | 100 | |
| III | Computer Application of Management | 40 | 100 | |
| IV | Managerial Accounting | 68 | 100 | |
| V | International Marketing / Financial Policy | 70 | 100 | |
| | VIVA | 55 | 100 | |
| | Total Term IV : | 329 | 600 | |
| | Total Term III : | 253 | 500 | |
| | Total Term II : | 265 | 500 | |
| | Total Term I : | 238 | 500 | |
| | Grand Total Marks: | 1085 | 2100 | Passed |

Note: " ERRORS AND OMISSIONS EXCEPTED " This result intimation is issued as a notice only. An entry appearing in it, does not itself confer any right privilege independently for the grant of proper Degree/ Certificate, which will be issued under the regulations in due course of time.

Prepared by: 

Checked by: 

Muzaffarabad,

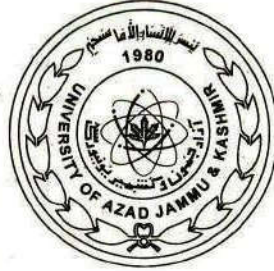
The :- 11-04-2016



Controller of Examinations

آزاد جموں و کشمیر یونیورسٹی

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR



This is to Certify

2006

تصدیق کی جاتی ہے

that IFTIKHAR MUSSAIN QURESHI
 Son / Daughter of ABDUL QAYYUM QURESHI
 of the GOVT. POST GRADUATE COLLEGE (BOYS)
 MUZAFFARABAD (EX-STUDENT)
 has obtained the Degree of

Bachelor of Science

in this University at the ~~First~~ / Second
 Annual Examination held in DEC, 2006
 and was placed in the SECOND Division.
 The Examination was taken
 as a whole / in parts.
 Marks obtained. 430/600

از گورنمنٹ پورٹ گریجویٹ کالج (طلباء) مظفر آباد (سابقہ تلمذ)

نے اس یونیورسٹی کے پہلے / دوسرے سالانہ امتحان

منعقدہ دسمبر ۲۰۰۶ء کی بنا پر

بی۔ اے سی

کی ڈگری درجہ دوم میں حاصل کی

انہوں نے کلی / بالا اجزاء امتحان میں شرکت کی

نمبر حاصل کردہ ۴۳۰/۶۰۰

کنٹرولر امتحانات

Controller of Examinations

چانسلر

Chancellor / چانسلر

وائس چانسلر

Vice Chancellor

Serial No. / نمبر شمار KBS - 093198

**AZAD JAMMU AND KASHMIR
BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MIRPUR**

Sr. No. 0149436

Roll No. 685041



HIGHER SECONDARY SCHOOL CERTIFICATE

Certified that Iftakhar Hussain Qurashi

Son/Daughter of Abdul Qayyum Qurashi

Religion Islam

Registration No. 0300810110

Mark of identification A scar on nose

has passed the Higher Secondary School Certificate Examination

~~Annual~~ / Supplementary 2003 in ~~Full~~ / ~~Parts~~ / improved the marks

Group of Subjects Commerce ~~Regular~~ / Private

Attempt(s) Single Grade (Internal) - (External) D

Institution / District Muzaffarabad




DETAIL OF MARKS

| S.No. | Name of Subject | Maximum | Obtained |
|-------|---------------------------------|---------|----------|
| 1. | English | 200 | 81 |
| 2. | Urdu | 200 | 88 |
| 3. | Pakistan Studies | 50 | 31 |
| 4. | Islamic Education | 50 | 27 |
| 5. | Principle of Accounting | 200 | 110 |
| 6. | Principle of Eco. & Cg. | 150 | 84 |
| 7. | Principle of Commerce & Banking | 150 | 81 |
| 8. | Business Math./Statistics | 100 | 46 |
| Total | | 1100 | 548 |

(In Words) Five hundred and forty-eight

Mirpur (A.K) 22nd July 2008


SECRETARY

206 PA
26/7/13

AZAD JAMMU AND KASHMIR
BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MIRPUR

S.No. 0266585

Roll No. 250402



SECONDARY SCHOOL CERTIFICATE EXAMINATION

Certified that IFTAKHAR HUSSAIN QURASHI
Son/Daughter of ABDUL QAYYUM QURESHI
Religion ISLAM
Registration No. 120S28AK99
Mark of identification _____
has passed the Secondary School Certificate Examination



~~XXXXXX~~ Supplementary 2001 in ~~XXXX~~ Parts
Group of Subjects HUMANITIES ~~XXXXXX~~ Private
Attempt(s) MULTIPLE Grade (Internal) XX (External) D
Institution / District MUZAFFARABAD
Date of Birth as per school record (In figures) 16-09-1981
(In words) SIXTEENTH SEPTEMBER ONE THOUSAND NINE HUNDRED AND EIGHTY ONE

DETAIL OF MARKS

| S. No. | Name of Subject | Maximum | Obtained |
|--------------|------------------------------|------------|------------|
| 1. | ENGLISH | 150 | 073 |
| 2. | URDU | 150 | 080 |
| 3. | PAKISTAN STUDIES | 075 | 043 |
| 4. | ISLAMIYAT | 075 | 036 |
| 5. | MATHEMATICS | 100 | 040 |
| 6. | GENERAL SCIENCE | 100 | 045 |
| 7. | GEOGRAPHY | 100 | 042 |
| 8. | AGRICULTURE (C. PRODUCTION). | 100 | 037 |
| Total | | 850 | 396 |

(In words) THREE HUNDRED AND NINETY SIX

Mirpur 1st October 2003

Mulhan
SECRETARY

Serial No: 0135

Reg No: MD/10089



Pearl College

(MZD Campus)

D-179, NEAR LASANIA RESTAURANT, UPPER CHATTER, MUZAFFARABAD

Pearl College

awards this

Batch- 35 .

(2010 - 2011)

CERTIFICATE

To Mr/Miss IFTIKHAR HUSSAIN QURESHI

S/o, D/o ABDUL QAYYUM QURESHI

On successful completion of the prescribed programme of instructions in
[Internet surfing], [Ms-office], [Inpage], [adobe photoshop], [English & Urdu typing], [corel draw], [Software Installation]

Marks: 68% Grade: (B)

Incharge Training/
Coordinator

Date of issue 23rd Jan, 2014

Mr. Imran Latif Awan
Principal
Pearl College
MZD Campus



OFFICE OF THE PROJECT DIRECTOR
DISASTER & CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP)

Planning & Development Department
Azad Govt. of the State of Jammu & Kashmir



No: PIU/DCRIP/3951/2022

Dated: 10-04-2022

TO WHOM IT MAY CONCERN

It is to certify that **Mr. Iftikhar Hussain Qureshi S/O Abdul Qayyum Qureshi CNIC: 82203-9452892-1** worked as **OFFICE MANAGER (BS-16)** in “**Project Implementation Unit (PIU) Disaster & Climate Resilience Improvement Project (PIU-DCRIP)**” for the World Bank funded Disaster and Climate Resilience Improvement Project (DCRIP) on contract basis from 1st Jun, 2019 to 31st Mar, 2022 with a remarkable sense of responsibility. During this tenure, he has been found high grade skilled, discharging his duties efficiently, diligently and with sense of responsibility. He proved his self-capable of performing following duties/responsibilities with zeal & zest:-

- To provide administrative & human resource support to the Project Director and senior officers in drafting of documents and other related material.
- To operate manual and computerized office systems, for example filing papers and maintaining databases.
- Prepares documents related to office and officer/staff for operations by accessing different software in computer.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Input data, such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval.
- Assist in the production of statements and applications, preparation of spreadsheets, reports and correspondence as required.
- To undertake general office duties, for example:
 - dealing with post, faxes and internal and external e-mail enquiries;
 - drafting and sending standard letters on behalf of the Project Director;
 - photocopying and collating papers and mailings;
 - arranging documents to be printed/bulk printing arrangements;

To undertake office telephone reception, including taking messages for other staff.

He is very hardworking person having a professional attitude in his work. He is extremely motivated, readily accepts responsibilities and does his utmost to accomplish any work assigned to him. He bears a good moral character and his work is appreciable. It gives us immense pleasure to acknowledge his performance and wish him good luck for future endeavours.

Project Director
DCRIP Muzaffarabad AJ&K
05822-920868



**Project Management Unit (PMU)
Muzaffarabad City Development Project (MCDP)
Earthquake Reconstruction & Rehabilitation Authority (ERRA)**



No. MCDP/55/2019

Date: /05th May, 2019

TO WHOM IT MAY CONCERN

It is intimated that Mr. Iftikhar Hussain Qureshi S/C Abdul Qayyum Qureshi (CNIC: 82203-9452892-1) has been worked for us, in PMU-MCDP Earthquake Reconstruction & Rehabilitation Authority (ERRA) Office, in his capacity as **Assistant/Documents Controller** from 01st Sep, 2009 to 30th Apr, 2019

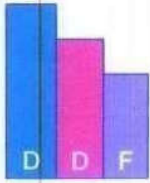
During his tenure in the office with our Organization/Department, he participated in performing the work with determination and sincerity. As we observed, he is an active and very qualified person and he could perform all of assigned tasks effectively. Besides, is a motivated, devoted, professional, innovative and hard working. He contributed much to our organizational goals and targets and his performance was proven to be among the most effective in our Organization/Department.

Moreover, Mr. Iftikhar Hussain Qureshi demonstrated excellent behavior and attitude during his service with this Organization/Department. We found him be sincere, truthful, reliable sociable. He is also a pleasant person to talk and work within a team.

His decision to leave our Organization/Department is his sole decision; however, we still hope he will succeed in any future assignment.

Yours faithfully,

**Deputy Director (Admin)
PMU-MCDP (ERRA)**



Dosti Development Foundation
Saving Lives to Sustainable Development


EXPERIENCE CERTIFICATE

To whom it may Concern

It is certified that **Mr. Iftikhar Hussain Qureshi S/O Abdul Qayum Qureshi** resident of District Muzaffarabad, has served Dosti Development Foundation (DDF) Muzaffarabad, Pakistan, a major partner of Unicef in Mansehra and AJK as a **Admin Assistant** from, January 2008 to August 2009. He served Foundation for a period of 18 Months and performed the activities of Office.

During his stay, **Mr. Iftikhar Hussain Qureshi** proved him a hardworking, honest and very co-operative team member of DDF, Education Section.

I wish him every success in life.


Muhammad Naveed
Head Sub Office AJK
0333-5169932

National Rural Support Programme

(Licensed under Section 42 of the Companies Ordinance 1984)

Approved U/S 2 (36) / 61 of the Income Tax Ordinance, 2001

District Office: Near Income tax regional Complex Office (AJ&K) Phone # 058810-62972-058810-47452

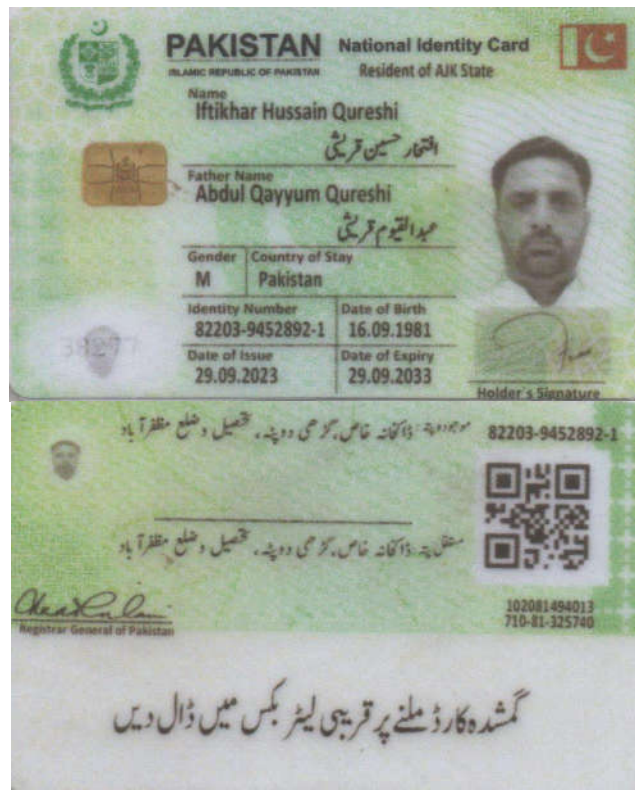
TO WHOM IT MAY CONCERN

This is to certify that **Iftikhar Hussain Qurashi S/o Abdul Qayum Qurashi** has been worked with NRSP District Office Muzaffarabad AJK Region as *office Assistant* in UN WFP project from December, 2005 to March, 2006 and January 2007 to December, 2007 in DFID education project.

During his service with NRSP Muzaffarabad, we found him dedicated hardworking and good professional. He has performed his duties well and in organized manner.



Aziz Ahmed
District Programme Officer
NRSP, Muzaffarabad



MINISTRY OF NATIONAL HEALTH SERVICES REGULATIONS AND COORDINATION
GOVERNMENT OF PAKISTAN

Issue Date: 19-02-2024



Certificate No. LD1927468

IMMUNIZATION CERTIFICATE FOR COVID-19

Name: Iftikhar Hussain Qureshi
Date of Birth: 16-09-1981 CNIC / Identity No.: 82203-9452892-1
Nationality: Pakistan Passport No.: AZ4918923



has been administered following COVID-19 vaccine:

| Vaccine Name | Recommended Dosage | Dose | Date | Health Center | Manufacturer & Batch No |
|-------------------|--------------------|------|------------|-------------------|--------------------------------------------------------------------------------|
| CoronaVac-SinoVac | 2 | 1 | 02-08-2021 | BHU Lower Chatter | Sinovac Lifesciences Co Ltd - Beijing Kexing Zhongwei Biotechnology 202106089K |
| CoronaVac-SinoVac | 2 | 2 | 13-09-2021 | Midland Hospital | Sinovac Lifesciences Co Ltd - Beijing Kexing Zhongwei Biotechnology 202108137M |



Scan for more details

MINISTRY OF NATIONAL HEALTH
SERVICES REGULATIONS & COORDINATION
Issuing Authority