

# CV

## Personal Data

Name ABDUS SAMAD  
Father's Name Ghulam Rasool Bhatti  
Nationality Pakistani  
N.I.C. 34202-0718000-3  
Date of Birth April 30, 1976  
Address House No.701, Model Town, Hummak  
Islamabad.  
**Phone # 0321-5078280**  
E-mail **ac\_projects\_moip@yahoo.com**

## Career Objectives

To contribute towards the development and growth of dynamic organization where opportunities to grow professionally and personally are ample and where I can utilize my knowledge and skills efficiently.

## Professional Skills

- Ability to work independently and with team.
- Flexible enough to adjust in any type of environment.

## Education

Examination	Year	Division	Institution
MSc Statistics	1999	1 <sup>st</sup> Division	University of Arid Agriculture, Rawalpindi
PGD in Computer Science	2001	1 <sup>st</sup> Division	International Islamic University, Islamabad
B.Sc	1997	1 <sup>st</sup> Division	University of Punjab, Lahore

## Computer Skills

- MS Office
- Statistica

## JOB EXPERIENCE

### Ministry of Industries and Production, Islamabad

Since December 2009, I have been working as a **Assistant Chief (Projects) BS-18** in the Ministry of Industries and Production, Islamabad. My Job specifications are as follows:-

- To deal with funds releases of development projects of MoI&P.
- To deal with allocation of PSDP funds of development projects of MoI&P.
- To deal with all matters of ongoing development projects of MoI&P.

- 

**Central Directorate of National Savings, Islamabad**

I have worked as **Assistant Director BS-17** from January, 2003 to December, 2009 in Central Directorate of National Savings, Ministry of Finance, Islamabad. The duties/job specifications were as follows:—

- To deal with Public Finance as an Officer Incharge.
- To conduct specialized training programs for officers of National Savings organizations
- To supervise the work of team and to guide them in implementing the scheme's rules/revisions as notified by the government time to time.
- The officer has to analyze National Savings Automation project, its technical documentation, financial and technical viabilities, project timelines, management of change resistance, its mitigation policy and other relevant considerations for robust implementation of automated National Savings scheme/business.
- To prepare technical proposals/documentations/briefs/synopsis like PC-1, RFPs/TORs and tender documents etc as required by the organization.