

# Curriculum Vitae (CV) of ABDULLAH Dashti



## Personal Information

Mobile No: +923223619883  
3323688830

Email: [dashtiabdullah0@gmail.com](mailto:dashtiabdullah0@gmail.com)

## Address:

Present Address: Shop No,10. Arman Oil Jah, Mir Nasir Ali Market, Main Bazar  
Turbat Balochistan,Pakistan.

Name: Abdullah  
Father name: Rahim Bakhsh  
Date of Birth: 01/01/1986  
N.I.C: 52202-1325447-1  
Local: Kech (Turbat) Balochistan  
Nationality: Pakistani

## Career:

1. Asaap Publication as Finance officer from Jan 2005 to Feb 2008
  - Monthly Salaries Distribute of Employees.
  - Maintain Office expenses.
  - Use a limit of Petty cash during the month.
  - Daily Distribution of News paper and maintain the monthly record of received amount from Newspaper agents.
  - Make a Monthly Financial Report and send that to Head office.
  - Work was done as Part time basis.
  - Translation of articles in Balochi.
2. 6 week internship programs in Marrie Stops Society Quetta from University side in Finance department.
  - After the completion of MBA (Banking & Finance), complete a 6-week internship.
  - Get understand how an Organization do the Bank transactions.
  - Understanding of Petty cash.
  - Understanding about the Daily Financial Activities entry in a Organizational Structured daily Financial Excel Sheet.
  -
3. Finance Officer in Council for Community Development (CCD) Balochistan Quetta. From May 2011 to august 2011.
  - Working as a Finance Officer
  - To Maintain Financial Activities of Japnies Project.
  - Maintain Petty cash.
  - Maintain Project Financial Activity File Daily basis.
  - Maintain Organization Bank Accounts
  - Also done assigned work of Project Field.

- Watch Workers Work Quality and Report to the Authorities about filed Work development.
4. Daily Nawa e watan Quetta as Sub Editor Balochi News Translation from Sep 2011 to Jan 2017
    - Translation of News English and Urdu into Balochi.
    - Interpretation of Balochi News.
    - Proofreading of Balochi News.
    - Editing of Balochi News.
    - Proofreading and Editing of Articles.
  5. Balochi News Reader and translator in Radio Pakistan Quetta. From Jun 2012 to 2016.
    - News Reader and Translator from English and Urdu into Balochi
  6. Editor and In charge Balochi Page in Daily Girok Balochistan from 2012 to 2013.
    - A page about Balochi Language and Literature Weekly basis.
    - Page making
    - Editing
    - Translation
    - Page Pasting
    - Writing a Weekly Editorial.
  7. News Composer in PTV Quetta Center from October 2013 to Jan 2017.(Employee as Daily Bulletins bases)
    - News Translation in Balochi
    - Typing of News in Balochi
    - News Editing and interpretation.
    - To Prompt News Live on Screen With the Help of Team.
  8. Team Leader, Balochi News,Bol News Kharachi Head office from Feb 2017 to Present.
    - Translation of Balochi News Team Management
    - Shift Making of Balochi News Workers
    - Assigned Task to Shift Inchargs
    - Work Analysis of hourly basis
    - Management of 24 hours of News Chanel
    - Analyses the work of every Users hourly basis.
    - Daily Basis Reporting to Higher Authorities
    - Monthly Performance Evolution
    - Bonus distribution.
    - Half year basis Salary Growth of Workers.

#### **EDUCATION:**

MA Balochi Literature,2013 to 2014 from University of Balochistan Quetta.1st Division

MPhil Balochi Litration,2016 to 2018, Thesis Under Review for final Reports.  
University of Balochistan Quetta

MBA (Banking & Finance) 2011, CGPA 2.70 from overall 4 CGPA and 67%  
Balochistan University of Information Technology, Engineering and Management  
Sciences Quetta  
(BUIITEMS).

#### **PERSONAL STATEMENT:**

My aim is to achieve the best in life through dedication, commitment and hard work. A truly successful person is one who achieves success in this world and the world hereafter... My Motto is to work actively in any kind of environment and make a good impression around my surroundings where I work.

#### **KEY QUALIFICATION:**

To work in a dynamic, team-oriented, competitive, and cooperative environment in a reputable organization.

#### **KEY SKILLS:**

Excellent leadership, motivational, analytical, and problem-solving skills, believes on teamwork, management and negotiation skills, report writing skills, planning the objective into specific goals, team building and facilitation skills.

#### **COMPUTER SKILL:**

1 year and 11 Month computer Certificates, from deferent Government Recognized Boards and institutions.

#### **LANGUAGES Skills:**

English, Urdu, and Balochi  
Understanding with Arabic and Persian

#### **References:-**

1. Muneer Ahmad Baloch, Cheaf Editor Daily Nawa E Watan Balochi Quetta Balochistan. Mob:03337811034
2. Hamid Ali Baloch, Chirman Balochi Department University of Balochistan Quetta. Mob:03325337818
3. Waqar Ahmad Seiner Producer News PTV Quetta Center.  
Mob No: +923009208108