

# Curriculum vitae

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## Personal Profile

**Name** : Waqar Ahmed  
**Father Name** : Ghulam Mustafa  
**Gender** : Male  
**Marital status** : Single  
**Nationality** : Pakistani  
**Address** : Deira Dubai

## Objective

To obtain a meaningful and challenging position that enables me to learn the communication field and allows for advancement. A highly organized and hardworking individual looking for responsible position to gain practical knowledge.

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## Experience

- **Office assistant management and Administration coordination**  
( April 2022 to April 2023)
- **Responsibilities**  
Provided support to senior management by organizing meetings managing calendars, and handling correspondence.  
Managed administrative tasks and coordinated office operations to ensure seamless daily functions.  
Supported HR activities, including onboarding new clients and maintaining personnel records.  
Coordinated travel arrangements and itineraries for staff members optimizing scheduling and expenses.
- **Worked in Agpharma Evyol Group ( Aug 2022 to Aug 2023)**  
**Trainee Area Leader**
- **Responsibilities**  
Transitioned from trainee to a trusted advisor role, providing expert guidance to farmers on pesticide selection, application techniques, and safety measures.  
Collaborated with farmers to develop customized pesticide management plans based on crop types, local conditions, and pest pressures.  
Gained a solid understanding of various pesticides, their modes of action, and safety protocols.

- **One month internship (Agriculture Research Institute Tandojam)**
- **Responsibilities**

Proficient in managing agricultural pests, including in-depth knowledge of the life cycle and impact of the Guava Fruit Fly (*Bactrocera zonata*).

Proficient in the biology and life cycle of the guava fruit fly, including its egg-laying habits, larval development, pupation, and the impact on guava crops.

Skilled in implementing strategies to mitigate infestation risks and minimize damage to guava and other fruit crops.

- **International conference certificate March 2022 Sindh Agriculture University Tandojam.**

Participate first international conference on Plant protection Science Sindh Agriculture University.

Engaged in discussion on innovative agricultural practices, exchanged Insights, and networked with global experts in the field.

## Education

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Graduation B.Sc (Hons) Entomology 1st division 2023  
Sindh Agriculture University Tandojam

## Job Skills

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Microsoft Office Suite  
Data Entry  
File Management  
Email and Calendar Management  
Internet Browsing  
Social Media Proficiency  
Crop Management  
Pest and disease management  
Horticultural practices  
Agronomy Techniques

## Languages

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English, Urdu, Sindhi

## Hobbies

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Travelling, Reading Books, News Paper, Playing Cricket