

HAMDAN MUSHTAQ

UNDERGRADUATE STUDENT • BS STRATEGIC STUDIES • NDU ISLAMABAD

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OBJECTIVE

Undergraduate student in Strategic Studies at the National Defence University (NDU), Islamabad. Seeking an entry-level remote internship or online volunteering opportunity to gain practical exposure and support organizational operations. Disciplined, eager to learn professional workflows, and capable of assisting with documentation, data entry, and virtual administrative tasks alongside regular academic studies.

EDUCATION

National Defence University (NDU)

Islamabad, Pakistan | 2024 – 2028

Bachelor of Science (BS) in Strategic Studies — In Progress

- **Relevant Coursework:** Strategic Studies, International Relations, Research Methodology, Peace & Conflict Studies, Public Policy, Global Governance & International Organizations.

Captain Hussain Khan Shaheed Post Graduate College

Rawalakot, AJK | 2018 – 2020

Higher Secondary School Certificate (HSSC / FSc) — Science Track

Pearl Valley Public School and College

Rawalakot, AJK | 2016 – 2018

Secondary School Certificate (SSC / Matriculation) — Science Curriculum

ACADEMIC KNOWLEDGE & AREAS OF STUDY

- **International Institutions:** Foundational understanding of United Nations bodies, multilateral cooperation, and global humanitarian frameworks.
- **Strategic Analysis & Policy:** Academic study of strategic decision-making, policy formulation, and regional dynamics.
- **Academic Research Methods:** Training in qualitative analysis, literature review, structured reading, and formal report writing.

SKILLS & ATTRIBUTES

Computer & Office Tools: Microsoft Office (MS Word, MS Excel, MS PowerPoint), Google Workspace (Google Docs, Google Sheets), basic data entry and formatting.

Remote Communication: Zoom, Google Meet, Microsoft Teams, professional email correspondence.

Work Attributes: Punctual, detail-oriented, eager to learn new systems quickly, and reliable in managing time between remote tasks and university studies.

LANGUAGES

- **Urdu:** Native proficiency
- **English:** Professional working proficiency (written, reading, and spoken)