

Postal Address

House No. C-9, H.D.A Water

Supply Colony, Behind

Zubaida Girls College,

Hyderabad.

AAMIR SOHAIB IQBAL

Mobile: 0315-3349331

Phone: NIL

E-mail.Aamir.sohaib.is@gmai.com

• **Objective**

• **Education**

**Certifications**

I aspire for a challenge and a result oriented career with constant personal

development. I would like to be involved in a position, where my skills are needed in Orginization.

M.A University of Sindh, Jamshoro

(Economics) (2nd Division)

(2011)

B.COMUniversity of Sindh, Jamshoro

(2007) (2nd Division)

Intermediate

Board of Intermediate & Secondary Education, Hyderabad   
(2004) (Grade - C)

Matriculation

Board of Intermediate & Secondary Education, Hyderabad   
 (2001) (Grade - C)

Certification in **PRIMAVERA (P6) Project Management Software** from   
Techoman Institute, Karachi (Affiliated with Skill Development Council, Pakistan)

Online Certification in **Resources Mobilization to meet Nutritional Needs in Emergency** by Agora Platform recognized by **UNICEF**.

Online Certification in **Nutrition Coordination in Emergencies preparedness and Response** by Agora Platform recognized by **UNICEF**.

Six Months training Course of MS Office & DOS prompt from World of Knowledge, Hyderabad.

Windows 98, 2000, XP, Vista & Windows 7 installation with various Software installation and trouble shooting.

Six Months English Language Proficiency Program

**Trainings** Passed Islamic Banking Test with 2nd Position organized by Bank Islami Pakistan

Limited

Attended Training on SERVICE QUALITY MANAGEMENT organized by Bank Islami Pakistan Limited

**Job Description**:

**Experience** 1) **ISRA University & Hospital**

**Assistant Manager (Facilities Management Department**) **2020 onwards**

* Supervise and maintain the records on ERP System of Sub-Store at Facilities Management Deptt. at ISRA University & Hospital, Hyderabad.
* Supervise and maintain ERP and physical records and daily operation of ISRA café Food store.
* Assist and report to Manager (FM) in daily facility management tasks (i.e plumbing, electric, carpenter, paint, works & projects etc.)

**2) Gorakh Foundation**

**District Focal Point (2018 - 2020)**

* Worked as Focal Point worked under the direct supervision of the Project Office and Project Manager for the responsibilities of Facilitate meetings and gatherings with local government officials including the DC office and relevant departments.
* To identify and organize the vulnerable population for targeting program activities.
* Manage relationships at local levels, community elders, and local organizations and communities.
* Facilitate meetings and gatherings with local members of the communities.
* Establish and maintain respectful and productive relations with the target communities
* Completing of project-related administrative tasks as assigned by project management
* Preparing weekly and monthly reports as well as planning the upcoming week’s activities.
* Ensure the successful implementation of project activities, including planning and the transparent procurement of project-related goods and services. Successful implementation should include on-going consultative processes, and community involvement in all phases.
* Build capacity of the community by providing training when required.
* Provide support to Partner organizations in implementation of Programme and for needs assessment and analysis at the district level, ensuring beneficiary participation including adequate attention given to the needs and challenges by gender and of vulnerable groups.
* Identification of gaps in coverage
* Develop and strengthen monitoring, inspection and evaluation procedures
* Monitor all project activities and progress towards achieving the project output.
* Arrange awaress sessions on hygiene promotion for local community in effected areas
* Any other tasks assigned by Project management

**References**

**3) Chaon Foundation**

**Field Coordinator (2012 - 2015)**

* Coordinated the project team members and relations between involved organizations.
* Worked to provide on ground technical and administrative guidance and support to all project team members
* Facilitated and organized the meetings and events regarding project activities.
* Developed and Maintained a proper Data system for the project-related reporting and correspondence.
* Ensure that Orginazational procedures and the Donor regulations applicable to the project with regards to program, logistics, security, HR and administration are fulfilled.
* Establish mechanism to improve effectiveness and efficiency of the field activities and ensure coordination and info sharing among the project components and stakeholders.
* Facilitating and supervise implementation of informal activities, training classes, recreational activities, Awareness sessions and trainings.
* Organizing trainings, workshops and awareness raise campaigns on project in coordination with the Project Manager.
* Developing and supervising need assessment activities related to Project in coordination with partners, coordinating team and Community mobilizer.
* Assist the Project Manager, in close cooperation with the Finance and Logistics Department with the planning, authorization and reporting of the expenses at field level.
* Supervise, gather and deliver the requisitions from the Teams, ensuring transparency of the procedures and cost-effectiveness for the goods and the services received.
* Regularly assess staff performance, needs and eventual gaps during project implementation and under the supervision of the Project Manager facilitate corrective measures and propose eventual new interventions
* Represent the organization at general coordination working groups and clusters with donors and local authorities, when requested.
* Liaise with local/concerned authorities and others as needed to facilitate achievement of project objectives.
* Perform any other task not here listed and necessary for the implementation of the project activities or the mission program as requested by the Manager or Coordinator

4) **PRIMACO (subsidiary of E.O.B.I)**

**Assistant Manager (ADMIN/HR)**

Worked as ASSISTANT MANAGER (Admin/HR) in Pakistan Real Estate

Investment & Management Company (Pvt) Ltd (PRIMACO), a wholly owned subsidiary of Employee old age benefit institution (E.O.B.I.) Govt. of Pakistan to report General Manager regarding Admin tasks (i.e clerical works, Office supply purchase records, vehicle log books etc)

**UNICEF Pakistan**

Volunteer

Worked in Anti Polio Campaign as Volunteer organized by UNICEF Pakistan.

Interests **Sports**

Played District Level Cricket from Hyderabad District Cricket Association (HDCA)

Father’s Name Iqbal Gohar

Date of Birth 13th September 1983

Marital status Married

ID Card NO: 41303-8235596-9

Domicile Hyderabad (Urban)

will be furnished on demand.

**Personal Bio Data**

**References**

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**References**

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