

Faheem Raheem – Manager

An adaptable and responsible **Manager** with experience in **Dynamic Training Solutions** to generate, build and manage **daily basis operation** from **conception to completion**. Expertise in communicating with diverse teams to bring the best out from the available resources. I have groomed myself to be self-motivated, organized and capable of working under pressure. I have a clear logical mind with a practical approach to problem solving.



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in [linkedin.com/in/faheem-raheem](https://www.linkedin.com/in/faheem-raheem)

📍 Karachi, Pakistan

TECHNICAL SKILLS

Project Management: Project Initiating, Planning, Executing, Monitoring & Control and Closing.

Tools: Microsoft Office Suite, Adobe Photoshop

PERSONAL SKILLS

Leadership, Management, Motivating, Productive, Teamwork, Creative, Communication, Relationship Building, Effective Presentation, Persuasion

WORK EXPERIENCE

Center Manager (Full-time)

Dynamic Training Solutions

09/2018 – Present.

- Managing curriculum development and staff implementation of that curriculum
- Monitor all education resources for all website and update all programs and monitor and ensure response to education associate queries
- Provide an effective interface with all modules and provide required training and provide revisions to all programs.
- Develop and provide revision to various training materials and administer all education and outreach performance and schedule all auditions for various education programs.
- Supervise all budgets for education programs and supervise efficient working of all programs and prepare schedule for all projects.
- Hire and evaluate efficient working of all department staff and arrange various guest lecturers from education staff members and prepare presentations for class.



Trainer (Part-time)

Empowerment Thru Creative Integration (eci)

09/2021 – Present

- Conducting Training as trainer.
- Providing facilitation to the participants during the training sessions.
- Sharing challenges being faced during training.
- Debriefing on overall training i.e., training material, logistics arrangement, participants etc



Assistant Admin (Full-time)

Zealcon Engineering (Pvt.) Ltd (UEP Bukhari Gas filed Tando Muhammad Khan Sindh)

02/2017 – 08/2018

- Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Maintains a system for recording expenses and the use of petty cash.
- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains filing systems as assigned.
- Responds to and resolves administrative inquiries and questions.



Administrator (Full-time)

Dynamic School Systems

11/2015 – 12/2016

- Review materials created by teachers and offer suggestions for improvement
- Edit and approve the final versions of products, using company guidelines as a gauge
- to facilitate the long-term development of creative teaching and learning at a structural and systemic
- Coordinating in-school placement arrangements.
- Facilitating and monitoring the Whole School Project requirement.
- Organize dress rehearsal the week school programs.



Office Assistant (Part-time)

Nilsen- Marketing and Research Company

08/2014 – 09/2015



EDUCATION

Master of Business Administration (Hrm)

University of Sindh Jamshoro

10/2019 – Waiting for result...

Principle of Management

- Human Resource Management
- Organizational Behavior
- Entrepreneurship
- Strategic & International HRM



Bs Hons Statistics

University of Sindh Jamshoro

02/2010 – 03/2014

- Mean, Median Mode
- Data Forecasting
- Decision Theory
- Probability
- Data Analyzing

Diploma in Computer & Business Management

Trade Testing Board Karachi

06/2016 – 07/2017

- Computer Application to Business
- Functional & Business English
- Office Automation
- Office Management & Secretarial Duties
- E-Business & Business Management



PROJECTS & CERTIFICATIONS

Expanded Program on Immunization

- Trained 200 Vaccinators of Sindh Province Participants on Inter Personal Communication



Expanded Program on Immunization
Government of Pakistan

Boulevard Mall Hyderabad

- Trained 70 Participants on Personality grooming and self-etiquette.

Boulevard Mall Hyderabad

- Trained 50 Participants on Fire Watch Safety watch, Fire drill, Hydrant Drill.



IOSH Managing Safely 5.0 UK

Inspire Safety (PVT) Ltd.

11/2016 – 11/2016

- Managing Safely
- Confined Spaces
- Scaffolding
- Permit to Work



CONFERENCES AND SEMINARS

- Participated in 03 days Training of Trainers on Interpersonal Communication (IPC) by ECI-UNICEF– 19/2021
- Participated in Basic First Aid Training organized by Pakistan Red Crescent – 06/2019

- Participated in 01-day seminar on Human Resources management by Dynamic Training Solutions – 09/2018
 - Participated in 04 days Youth Exchange Leadership Conference organized by IHELP – 06/2016
 - Participated in 01 day Training on Fire Safety by United Energy Pakistan (UEP) – 03/2017
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LANGUAGES

English (*Speaking: Expert, Listening: Expert, Reading: Expert, Writing: Intermediate*)

Urdu (*Speaking: Expert, Listening: Expert, Reading: Intermediate, Writing: Intermediate*)

Sindhi (*Speaking: Expert, Listening: Expert, Reading: Intermediate, Writing: Intermediate*)