

CV- MUHAMMAD KHALID

Address: H.105/5 Flat # 2, above Syed bakers near Dhok Kashmirian chok, Dhok Kashmirian, Rawalpindi

Cell #: 0346-9554860

E-mail: skarchan06@gmail.com

PROFILE SUMMARY:

Having a BS Hon degree in Sociology and Rural Development with more than five years of experience in the development and education sector. Developed and implemented different projects related to disaster risk reduction, health and education. Mobilized, trained, managed and conducted field visits and information sharing with management. Supported HR and program team in the recruitment, conducting analysis, and preparation of project implementation plans. My technical skills are management and data analysis by efficiently using MS office (Excel, Word and PowerPoint). I also have ample knowledge of work in private firms, which polished my soft skills like management, commitment, honesty, hard work, and teamwork. Moreover, I have vast experience working in remote areas of Pakistan, e.g. Gilgit Baltistan, Kashmir, Southern Punjab and far-flung areas of Baluchistan.

SKILLS:

- ❖ MS Excel | MS Power Point | MS Word | Video Editing
- ❖ Coordination | Communication Skills | Flexibility | Leadership | Organization Skills | Planning | Presentation | Project Management | Proposal Writing | Teaching | Teamwork | Training Skill

WORKING EXPERIENCE:

Designation: HR Department
(15/2022 to date)

Organization: New Gulf Pak Recruiting Agency Rawalpindi

Tasks/Responsibilities:

- ❖ Ensured provision of information to targeted customers through an advertisement.
- ❖ Structured Schedule and Conduct interviews at a given time.
- ❖ Create relationships through positive and professional mediation.
- ❖ Ensured availability of required documents and all paperwork on time.

Designation: Admin Manager
(08/2018 - 12/2021)

Organization: Schooling Association of Nation for Juniors (SANJ), Baluchistan

Tasks/Responsibilities:

- ❖ Handled daily planning, scheduling, documentation, record-keeping and reporting; organized training workshops and school activities.
- ❖ Ensured the school complies with relevant laws and regulations.
- ❖ Counsel students when needed; resolve conflicts and other issues and take corrective measures.
- ❖ Communicated with parents, regulatory bodies and the public.
- ❖ Organized capacity-building sessions for young teachers of schools.
- ❖ Managed information, budgets, logistics, and curricular and co-curricular events or meetings.
- ❖ Established good coordination with all other stakeholders.

Designation: Program Manager
(08/2018 - 12/2018)

Organization: SAACH Organization Baluchistan (Pvt)

Tasks/Responsibilities:

- ❖ Designed different charity Projects as directed by senior authorities.
- ❖ Handled daily planning, scheduling, documentation, record-keeping and reporting.
- ❖ Coordinate with the senior management team on the progress toward the achievement of targets.
- ❖ Guaranteed the provision of different allotted charities to registered beneficiaries.
- ❖ Coordinated with the regional offices for the smooth run of different programs.
- ❖ Prepared daily, weekly, and monthly reports and also reviewed program reports.
- ❖ Resolved problems and other issues and took corrective measurements.
- ❖ Communicated with welfare departments of different hospitals and schools to provide maximum benefit to poor patients and students.
- ❖ Ensured beneficiary community-related complaints are registered and handled according to the policy and procedures.
- ❖ Managed information, budgets, logistics and events or meetings.
- ❖ Established good coordination with all other stakeholders.

Designation: Community Youth Facilitator
(10/2017 - 03/2018)

Organization: Voluntary services overseas (VSO) Pakistan

Project: Engaging youth for Building Community Resilience and Promoting Social Cohesion

Tasks/Responsibilities:

- ❖ Trained Community Emergency Response Team (CERT) with the assistance of Rescue 1122 to respond to disaster and risk reduction.
- ❖ Conducted awareness program community meetings at the beginning of the project in targeted communities.
- ❖ Organized community public meetings and facilitated the selection of the Committee members in given Union Councils, trained them and support them in the implementation of Social Action Plans.
- ❖ Developed weekly updates and monthly reports on community mobilization activities.
- ❖ Identified and reported challenges/problems to the project coordinator and presented solutions.
- ❖ Any other duties as directed by the Project Coordinator and Project Manager.

Designation: Office Assistant
(06/2017 - 10/2017)

Organization: #Eat Chinese Restaurant, Islamabad

Tasks/Responsibilities:

- ❖ Managed budget and ensured the availability of daily database reports to related departments.
- ❖ Coordinate with kitchen and front staff in purchasing and smooth service.
- ❖ Managed communications with vendors, customers and management.
- ❖ Performed all documentation as directed by the Operational Manager.

Designation: Intern
(06/2016 - 08/2016)

Organization: AJKRSP

Project: Community Nutrition Program (CNP)

Tasks/Responsibilities:

- ❖ Preparing work plans and implementation strategies
- ❖ Resource management
- ❖ Community Mobilization
- ❖ Proposal writing and Report writing

ACHIVEMENTS:

- ❖ Designed and implemented different charity programs in SAACH Welfare Organization Baluchistan.
- ❖ Successfully Designed and implemented Social Action Plan (SAP) named “Engaging Youth for Building Community Resilience and Promoting Social Cohesion” in Multan, VSO Pakistan.

EDUCATION:

Graduated in 2017 from the University of Azad Jammu and Kashmir Muzaffarabad (www.ajku.edu.pk) Bachelor of Science in Sociology and Rural Development

Activities:

- ❖ Successfully completed a six-month training session of the Active Citizenship program held by the British Council with the collaboration of UAJK.
- ❖ Attended and organized many training, workshops and conferences.
- ❖ Participant and volunteer workers in various events locally.
- ❖ President Hiking Club Cadet College Skardu.

LANGUAGE:

English, Urdu, Balti, Balochi

REFERENCES:

Will be furnish on demand