



rooni.haider86@gmail.com



RESIDENT OF GENERAL IQBAL ROAD,
NEAR ALLIED SCHOOL, CITY & TEHSIL PINDI GHEB,
DISTRICT ATTOCK (PUNJAB) – PAKISTAN



WHAT'S APP
(0092) 312-5729858
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HAROON HAIDER

OBJECTIVE

- Always follow company policies, rules & regulations.
- Hardworking, reliable and can quickly grasp new ideas and concepts.
- Ability to work in projects and my communication skills are result oriented.
- Ability to resolve conflicts, to work under-pressure and to work as team player.
- Effective inter personnel communicational and organizational skills to reach the required targets.

CAREER VISION

I believe in dignity, honesty, sincerity, professional, teamwork and commitment. I try my best to achieve a standard & quality work results. I always strive for improvement to contribute the development & growth of dynamic Organization, where I can utilize my professional skills effectively & efficiently.

PROFESSIONAL EXPERIENCE HISTORY

- **JOB TITLE –**
“**FIELD SUPERVISOR (in Field Survey, District Attock)**”

- **ORGANIZATION – RESEARCH WING, POPULATION WELFARE DEPARTMENT (GOVT. OF PUNJAB)**
- **DATES FROM – 24.03.2022 – 02.04.2022.**

CORE RESPONSIBILITIES:

- Assign selected housing units to enumerators.
- To monitor enumerator’s productivity.
- To back check and spot check of 100% enumerators areascoverage.
- Take care of logistics within the whole district.
- Collect field equipment from interviews after each worksession.
- Share daily achievements with research wing.
- Utilize back office assistant for official correspondence.
- Provide constructive feedback to monitors about interviewsand data collection.
- Takes care of all the team members.
- Create a daily team plan and share progress with research wing, SPWTI, Lahore by the end of day.

PERSONNAL INFO

FULLY VACCINATED (COVID-19)

Father's Name:

RIAZ AHMED

Date of Birth

20/03/1986

Marital Status

Married

Blood Group

B+

CNIC # 37105-

8423364-1

Religion

Islam

Nationality

Pakistani

HOBBIES

- i) Cricket
- ii) Badminton
- iii) Hunting
- iv) Book Reading
- v) Jogging
- vi) Reading Encyclopedia

○ JOB TITLE – “**PROJECT COORDINATOR**”

• ORGANIZATION – **SUMMIT BANKPVT. LTD. (G 2 P RROJECT) ISLAMABAD**

• DATES FROM – FROM 11.02.2019 – 24.04.2020.

CORE RESPONSIBILITIES:

- (To attend meetings with partner organizations such as, NADRA, BISP, Jazz Cash.)
- To eradicate fraudulent activities in Retailer's end (BISP CashProject) by using own monitoring team.
- To give support to team regarding monitoring of BISP CashProject.
- To coordinate with partner organizations (NADRA, BISP, JAZZCash etc..) in order to execute smooth transfer of Cash.
- To onboard Retailer's Network where deficiency is reported.
- To handle administrative matters (Attendance, Leave planetc..) of Monitoring Team.
- To visit different locations in order to check the progress of team as well as Retailers.
- To collect official documents from BISP Headquarter (Islamabad) and share them with management of organization.
- To maintain official / progress reports on daily basis.

○ JOB TITLE – “**LECTURER (Political Science)**”

• ORGANIZATION – **GOVT. BOYS DEGREE COLLEGE – PINDI GHEB**

• DATES FROM – FROM 01.10.2016 – 15.05.2017.

CORE RESPONSIBILITIES:

- └ To teach “Political Science” to students of Graduation & Interlevel.
- └ To conduct monthly tests of Classes.
- └ To deliver specific lectures on current issues & Political situations.
- └ Being the Incharge of College cricket team, was responsible to select cricket team from students

TYPING SPEED

42 WPM

E-MAILING / INTERNET

- Professional E-mailing
- Ability to adopt new software

ADDITIONAL SKILLS

❖ COOKING

EXPERTISE IN:

- └ Chicken Dishes
- └ Pulse Dishes
- └ Vegetables Dishes

— JOB TITLE – “CRO (Camp Site Registration Officer)”

- ORGANIZATION – BISP OFFICE – PINDI GHEB
- DATES FROM – FROM 01.05.2012 – 01.05.2013.

CORE RESPONSIBILITIES:

- └ To open Bank accounts of BISP beneficiaries after being approved by NADRA.
- └ To distribute BDC (BISP Debit Card) to beneficiaries after collecting their complete data.
- └ To maintain reports of remaining BDC (BISP Debit Card) on daily basis.
- └ To work to facilitate beneficiaries over their issues regarding BDC (BISP Debit Card, i.e replace of card, renewal of cards etc...)

— JOB TITLE – “ELECTION OBSERVER”

- ORGANIZATION – FREE & FAIR ELECTION NETWORK (FAFEN)
- DATES FROM – IN GENERAL ELECTION – 2013.

ACADEMIC QULAIFICATION

- ❑ MATRICULATION. Board of Intermediate & Secondary Education Rawalpindi
- ❑ INTERMEDIATE Board of Intermediate & Secondary Education Rawalpindi
- ❑ GRADUATION. University of the Punjab Lahore
- ❑ MASTER IN POLITICAL SCIENCE University of the Punjab Lahore

ATTENDED WORKSHOPS / SEMINARS

- VENUE – MARRIOT HOTEL – ISLAMABAD
- ORGANIZAED BY – OPM (OXFORD POLICY MANAGEMENT)
- AGENDA –

- └ Attended 2 days capacity building training regarding men’s participation in family planning. Shalimar Tower Hotel (Lahore)
- └ How to educate / aware BISP beneficiaries to collect their privileged amount given by BISP Govt. of Pakistan.
- └ How to utilized different techniques in order to facilitate BISP beneficiaries.

PROFESSIONAL COURSES

- **Creative Writing** from Digiskill PK, sponsored by Ministry of Information Technology & Telecom
- **Keywords/Expertise;**
 - i) Articles
 - ii) Blog
 - iii) Business Communication
 - iv) Web Content
 - v) Novels
 - vi) Press Release
 - vii) Copy Writing
 - viii) Reports Writing

COMPUTER SKILLS

- INSTITUTE – GOVT. TECHNICAL COLLEGE – PINDI GHEB
- COURSE – MS – OFFICE, SESSION FROM JUN TO SEP, 2017
- PERCENTAGE – 93% MARKS

COMPETENCEY IN:

MS - EXCEL

- └ Maintaining Payroll Slip/Salary Slip, Cash Book, Day Book, Inventory Stock Sheet, MIS Reports, Balance Sheet, Attendance Sheet, Basic Data Entry etc.

DATA ANALYSIS

- └ Pivot table Data Analyzing, pivot dashboard reporting.
- └ Data visualization by charts.
- └ Dashboard report analyzing.
- └ Basic use of Macros.

MS-EXCEL FORMULAS:

- └ Sum, Sumif, Countif, Count, E-date, V-lookup, X-lookup, H-lookup, D-Sum, Average, Percentage etc.

MS-EXCEL FORMATTING:

- └ Professional Formatting (Conditional Formatting, Water Mark, Custom Collaring etc.)

COMPETENCEY IN:

MS - WORD

- └ Applications, Forms Making, Invoice Slip, Official Documentation, Cover Letter, Letterheads, Experience Certificates etc.)

DRAFTING

- └ Memo writing, letter drafting, schedule drafting.

MS-WORD FORMATTING:

- └ Professional Formatting, (Color, Watermark, Column Formatting, Use of ruler etc.

COMPETENCEY IN:

MS - POWER POINT

- └ Data presentation, slides, effects, charts etc.

COMPETENCEY IN:

INPAGE

- └ Drafting, reporting, application, use of basic tools for printing.

LANGUAGES SKILLS

LANGUAGE	WRITTEN	READING	SPEAKING
English	Advance	Advance	Intermediate
Urdu	Advance	Advance	Advance
Punjabi	Advance	Advance	Advance