**Imtiaz Majeed**

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Mohalla Dhandhla Railway Ground

Niazi Street House # 103/A Bhakkar

**Cell # (+92- 333-6842760)**

**imtiaz.majeed@gmail.com**

### Objective:

### I desire to be a part of an organization engaged in providing aid facilities to communities at national and international level. I believe to contribute more effectively in support functions and data analysis tasks on the basis of my rich knowledge and ample experience in specific areas. Surely, my analytical capabilities will enable the organization to leave positive impact on society.

### Personal Information:

* Father’s Name : Abdul Majeed
* Date of Birth : October 01, 1977
* Religion : Islam
* C.N.I.C # : 38101-0692074-9
* Marital Status : Married
* Gender : Male
* Domicile : District Bhakkar – Province Punjab
* Nationality : Pakistani

### Academic Qualification

**Degree**  **Year Board/University**

MA English 2000 FC College/Punjab University Lahore

LLB 2005 Muhammdan Law College/BZU Multan

B.A 1996 Punjab University

F.A 1994 B.I.S.E Sargodha

Matriculation 1992 B.I.S.E Sargodha

### Computer Education

### Good

### Language Proficiency

### Language Read Write Speaking

### Urdu Excellent Excellent Excellent

### English Excellent Excellent Excellent

### Punjabi Excellent Excellent Excellent

### Siraki Excellent Excellent Excellent

**SKILLS & KNOWLEDGE**

### Strong communication, coordination, negotiation and management skills

### Capable to communicate verbally and written in English, Urdu and commonly used local language.

### Good report writing skills

### Able to design training material/manuals and conduct trainings

### Proficient in MS Office (MS Word, Power Point and Excel)

### Ready to take initiatives and willing to work under pressure and later hours and even on weekends especially in emergencies

### Coordination and team building skills

### Conflict resolution skills

### Able to design the Campaign

### Able to conduct an efficient base line Survey and various Issues

* Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects

### Computer skills

### MS office

### Iinternet application

### In page

* Window 98, Window XP, Window 7 & Window 8

**Area of interest**

* Enterprise Development
* Labor laws
* Political awareness among community
* Child Rights & Children Quality Education
* Organizational Governance & Project Management
* Monitoring & Impact Assessment
* Organizational Policy & Procedure Development

### Trainings attended:

### Three days training on PRISONRS’S RIGHTS conducted by SHARP ORGANIZARION.

### Six days Training on children engagement and Education Management by Action aid Pakistan

### Three days training on Risk management organized by AFM Mianlwali

### Three Days Training of Improving Mutual Child Sponsorship Accountabilities by Action aid Pakistan2013.

### Three Days TOT (Training of Trainers) by Action aid at PRA Tools

* Three Days training of Proposal Writing by SPO Pakistan 2012.
* One Day Training Work shop of District Health Monitoring Committee by SPO Pakistan

### Three Days Training Work shop of Research, Campaigning & Lobbying by SPO Pakistan

* Four Days Training on Policy & Organizational Development by Action aid Pakistan
* Three days training on Organizational Policy and Procedure Development by AFM & Action aid Pakistan
* Two days Training on monitoring Mechanism and performance evaluation process by AFM Pakistan

### One day training of Medico legal by ACTION AID PAKISTAN 2010

**Trainings Conducted:**

* **TOT** for Small Enterprises and Business Plan Development
* **TOT** for Advocacy , Lobbying & Networking
* **TOT** for Conflict Resolution
* **TOT**  Children engagement and Education Management
* **TOT** for Gender Base Violence
* **TOT** for effective Proposal Development
* **TOT** for Organizational Governance & Project Management
* **TOT** for Monitoring and Impact Assessment Mechanism
* **TOT**  for Leader ship Role of Political Leaders for Women Rights
* **TOT** for organizational Policy and Procedure Development

**Consultancy Service Provided:**

* **Provided** Consultancy Services for Policy and Procedure Development to Tramet Sanjh-Bhakkar
* **Provided** Consultancy Service for developing Monitoring and Impact Assessment Log Frame at Community Level Tramet Sanjh Bhakkar
* **Provided** Consultancy Services AFM for Children Enrollment and Quality education(Child Friendly School)

**Job Experience**

**Legal Service Provider**

**Project: SMEDA**

**From: 05 July, 2013 TO June 2015**

**Job Responsibilities:**

* To impart training to groups on enterprenevership.

**Master Trainer/Safety Auditor**

**Project: CTC (Shell Pakistan)**

**From: Dec 18, 2018 to 30-06-2020**

**Job Responsibilities:**

* To conduct audits of different Shell Sites and train employees of site regarding safety and promos.