

# Ehsan Kakar S/o Amanullah



To work with an organization where there are opportunities of learning growth Challenges. And recognition .To enhance. Improve managerial skill and learn From seniors, colleagues & respond towards organizational call and mission.

✉ [ehsankakar47@gmail.com](mailto:ehsankakar47@gmail.com) ☎ 03023949226

🏠 Nawa Killi Muslim Bagh, District Killa Saifullah, 85500 Muslim Bagh 📅 March 3,1992

📍 Muslim Bagh ♂ Male > CNIC: 56202-4668230-9 > Country: Pakistan

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

## Qualification

Mar 2014 - Jan 2016

■ **Master**  
**University of Balochistan, Quetta**  
● 2nd Division 649/1150

Aug 2011 - Sep 2013

■ **Graduation**  
**Govt Boys Degree College,, Muslim Bagh**  
● 2nd Division 433/800

Jul 2008 - Feb 2010

■ **Intermediate**  
**Boys Inter College, Muslim Bagh**  
● 2nd Division 604/1100

Mar 2006 - Dec 2007

■ **METRIC**  
**Boys High School, Muslim Bagh**  
● 2nd Division 392/800

## Extra Qualification

Mar 2016 - Jan 2017

■ **Bechlor of education**  
**University Ofbalochistan**  
2nd Devison. 571/1000

## Employment

Jul 2017 - Jun 2018

■ **Teacher**  
**PM youth Intership Programe, Muslim Bagh**

- Developed curriculum to advance physical, emotional, social and cognitive growth of children.
- Assisted and supervised [Number] children through entire school day.
- Maintained organized, fun and interactive classroom to help children feel safe.
- Promoted sensory development by providing access to different textures.
- Supervised students and enforced discipline during classroom and playground activities.
- Identified signs of emotional and developmental problems in children and reported to parents.
- Allowed for sample outdoor discovery time in schedule each day.
- Organized and facilitated monthly parent support group meetings.

Aug 2018 - Jul 2019

**Training Institute Principle**

**(ICCE) Innovative Care For Community Empowerment, Muslim Bagh**

- Coordinated yearly operations and staff budget, tracked expenses and documented actions.
- Supervised afterschool program to promote student growth and maintain safety for all attendees.
- Interviewed, hired, supervised and assisted all school employees and offered feedback through positive methods.
- Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
- Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.

Jul 2020 - Dec 2020

**Social Mobilizer**

**KCDC Textile And Vocational institute(Ministry of Industries and Production Govt Of Pakistan), Muslim Bagh**

- Improved staff performance by recreating disciplinary procedures commensurate with level of infraction, dramatically reducing turnover.
- Educated young people about strategies for driving discussions and promoting social changes.

Aug 2022 - Sep 2022

**Data Entry Operator**

**TARAQEE Foundation, Muslim Bagh**

- Organized, sorted and checked [Type] input data against original documents.
- Corrected any data entry error to prevent later issues such as duplication or data degradation.
- Kept optimal quality levels to prevent critical errors and support team performance targets.
- Completed data entry tasks with accuracy and efficiency.
- Monitored database updates and verified for correctness.

Apr 2023 - Nov 2023

**Management Information System( MIS)**

**HANDS, MuslimBagh**

- Develop and oversee the development of MIS systems
- Develop and oversee the development of all network systems
- Develop and oversee the development of all software applications
- Ensure initiatives are aligned with all facets of the organization
- Manage, oversee, and effectively monitor all IT operations
- Provide various hardware/software solutions and solutions to business issues
- Maintain confidentiality of all employees, customers, and company records

**Trainings**

- 3 days training on (to End Early/ Forced child marriages conducted by yad organization).
- 3 months Computer training.

**Skills**

**Recordkeeping**



**Survey experience**



**Data Entry**



**Events logistics management**



**Volunteer Management**



**Assembling**



**Teaching And Training**



**Supervision and Evaluation**



Monitoring



Social Mobilization



Communication



Data Collection



Headministration



Data Analysis



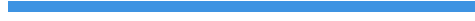
Inpage



Microsoft Office



Data Collection On KOBO Collect App



Emailing



## Courses

Mar 2010

3 Months IT Course

khushal Skill Development Institute Quetta

Jul 2012

6 Months Computer DIT Course

khushal Skill Development Institute Quetta

## Languages

PASHTOO



URDU



ENGLISH



## Hobbies

■ Playing Football

■ Watching Football

## References

Mr. Mohammad Dawood

Provincial Coordinator HANDS Balochistan

03333371913

Mr. Roohullah Babar

District Program Manager HANDS Muslimgah, Killa Saifullah

03332255997

MR. Abdullah

District Coordinator, TARAQEE Foundation Muslimgah, Killa Saifullah

03008388981

Mr. Nawaz Khan Kakar

Social Welfare Officer, QUETTA

03318070075