

# MUHAMMAD IMRAN MUNAWAR

Village AshkariAliKhel, P.O Sabir Abad, Tehsil&District Karak.

Cell No:0322-5833063, 0334-5203191

Email: [imranmunawar50@yahoo.com](mailto:imranmunawar50@yahoo.com)

## OBJECTIVES:-

To work in an environment that promotes my professional growth and gives me an opportunity to exploit my abilities to the fullest.

## QUALIFICATION:

<b>DEGREE</b>	:	BOARD/INSTITUTION
M.Sc(Sociology):		PMAS UAAR RWP
B.A	:	AIOU, Islamabad

## COMPUTER KNOWLEGDE:

06 Months Certificate in Ms Office.

06 months Certification in Computer Networking Technician.

## EXPERIENCE:

1. Trainee social and resettlement officer at REEE Pvt Ltd Islamabad. From 10-Jan 2019 to 10-June 2022.

## Duties Performed:

- Stay abreast of political, legal, social and economic developments that have an impact on the protection environment. –
- Assist in implementing Standard Operating Procedures (SOPs) for promoting the resettlement of persons of concern as protection tool and durable solution in the context of comprehensive solution strategies. –
- Assist in promoting and monitoring the implementation of global resettlement policies, procedures and guidelines. –
- Assist in monitoring resettlement activities to ensure progress against targets, transparency and efficiency in case submissions and appropriate follow-up with resettlement countries and other key stakeholders. - Identify, interview, assess resettlement needs, and process persons identified for resettlement following established procedures; undertake field missions as required; provide counselling to individuals. –
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; -
- Assist the country operation with group resettlement procedures, including planning, profiling, logistical arrangements, verification and post-verification follow-up. –
- Maintain regular contact and close cooperation with resettlement countries and partners to ensure effective resettlement delivery and adherence to adequate protection and resettlement standards. –

- Assist in the submission of up-to-date and accurate statistics, resettlement reports and needs assessments are submitted to management as required.

2. Consultant Industrial Liaison Officer, U.S. Pakistan-Centre for Advances Studies in Energy Peshawar form 04-Oct,2018 to 03 Jan,2019.

**Duties Performed**

- To Work closely with Manager Liaison & Industrial linkages to Identify suitable organizations/individuals will to contribute via joint projects, in kind contribution, direct controbutionsetc.to USPCASE’s objectives and activities.
- To Assist Industrial Lainson Managerin arrangements of Visit/meetings with Donor Agencies/Potential Stake Holder/Partner Institutes/Industries.
- To liaise closely with ILM (USPCASE) to achieve objectives/QPR as per Annual work plan.
- Collection of Quarter Reports/Annual Reports under the Applied Research Grants/joint Applied Research Grants.
- Preparation /Writing of Reports and Meeting Minutes.
- To Archive Data Regarding Applied Research Grants/Joint Applied Research Grants.
- To Assist ILM (USPCASE) for the Implementation of the fundraising strategy.
- Undertake any other assignment by the Industrial Liaison Manager.

3. Social Mobilizer, Al-Khidmat Foundation, Peshawar 2015-2016

**Duties Performed:**

- To identify potential leaders.
- To motivate and encourage potential leaders to talk to their fellow community members:
- To assist community members to identify needs and to generate solution, identifying priority issues and to analyze their problems:
- To encourage and stimulate community members to organize for action aimed at solving their problems and to plan, implement and monitor action that they define themselves;
- To provide community leaders with management skills and knowledge in getting community members interested, organized and motivation;
- To develop trust, tolerance and co-operation among community members;
- To encourage and stimulate full participation by all community members;  
With special attention to those who are usually forgotten, marginalized and overlooked in community decisions making;
- To assist the community members in developing their own capacity and strength to the point where they no longer need the services of the mobilizer.

4. Assistant Manager Administration, REEE Pvt.Limited, Islamabad 2011-2015

**Duties Performed:**

- Maintain administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities;
- Accomplishes staff result by communicating job expectation; planning, monitoring, and appraising results;
- Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen;
- Provides communication system by identifying needs, evaluating options, maintaining equipment;
- Purchases printed materials and forms by obtaining requirements, negotiating price, quality, and delivery;
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules, monitoring results.

5. Assistant, Alternative Energy Development Board, Govt of Pakistan, 2007-2010

**Duties Performed:**

- Acting as a first point of contact: dealing with correspondence and phone calls;
- Managing diaries and organizing meetings and appointments;
- Organizing events and conferences;
- Scheduling the Director's appointments;
- Typing, compiling and preparing reports, presentations and correspondence;
- Managing database and filing systems;
- Implementing and maintaining procedures/administrative system;
- Liaising with staff, suppliers and clients;

**LANGUAGE SKILL:**

- English
- Urdu
- Pashto

**REFERENCE:**

Could be furnished on request