

Muhammad Javaid Khan



Experience 7 years 6 mons
Current salary 125000
Created at 1st August, 2023
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Personal Information

Email	jkns.19@gmail.com	Date of birth	4th April, 1993
Contact No#	03353689292	Gender	Male
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Education

BALUCHISTAN UNIVERSITY OF INFORMATION TECHNOLOGY AND MANAGEMENT SCIENCES
COMPUTER SCIENCES (2.23 CGPA)
Software Engineer
2010 - 2014

Experience

PUNJAB INFORMATION TECHNOLOGY BOARD
PROGRAM OFFICER
2020 - Currently Working

I, Muhammad Javaid Khan, work as a Program Officer at the National Expansion Plan of National Incubation Centers, a Ministry of Information Technology and Telecommunication project executed by the Punjab Information Technology Board. I am involved in developing and executing the study for outreach, attracting and onboarding deserving and qualified innovative entrepreneurs and early-stage startups. Supporting the startups while also connecting the startups and potential investors, industry experts and mentors through networking. Ensuring tight management of the milestone and the progress of the start-ups. Providing support and guidance to startups for grants, and fundraising, to develop and execute and own operational and engagement strategies for an entire community including donors, startup investors, corporates, mentors advisors and domain experts.

TIECHAPTER ISLAMABAD
MENTOR
2018 - 2020

As a mentor guided the young and energetic youth of Balochistan. With Pakistan startup cup successfully supported mentoring, judgement and awareness.

Guided the entrepreneurs on how to identify potential methods to test their customer assumptions, working to identify ways they can engage customers and sell their product/service.

Guided the entrepreneurs on how to create significant value for the product/service.

Reviewing the team working do they have clarity on their potential market opportunity and coaching? Also checked the product/service has enough growth potential in the market to build a business.

Guided how to find clear and targeted customers for products/services.

Guided how to manage the product/service expenses and how to generate revenue from the features of the product/service.

Guided and helped in bootstrapping a business.

Guided team playing and their strengths, Coaching and executing the business model.

Guided to know the business model development and evaluation process.

RELIABLE INNOVATIVE TECHNOLOGIES
MANAGING DIRECTOR
2016 - 2020

Develop and execute the company's business strategies in order to attain the goals of the board and shareholders

Provide strategic advice to the board and Chairperson so that they will have an accurate view of the market and the company's future

Prepare and implement comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities

Ensure company policies and legal guidelines are communicated all the way from the top down in the company and that they are followed at all times

Communicate and maintain trust relationships with shareholders, business partners and authorities

Oversee the company's financial performance, investments and other business ventures

Delegate responsibilities and supervise the work of executives providing guidance and motivation to drive maximum performance

Read all submitted reports by lower rank managers to reward performance, prevent issues and resolve problems

Act as the public speaker and public relations representative of the company in ways that strengthen its profile

Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth

New clients and business opportunities.

Developed marketing and sales material and contents.

Acquired 120 customers on a yearly subscription basis.

Led pieces of training in sales best practices, product iteration, research and analytics, customer service, branding, and national considerations.

Assisted with the development and implementation of new products.

Researched, and built product prototypes to meet consumer needs and maximize profits.

Conducted market research on product iterations through qualitative studies and quantitative surveys.

Coordinated with marketing, operations, engineering, and research departments to unify product vision and strategy.

Generated 4,500,000/- revenue in the last five years.

180 plus satisfied customer project implemented successfully in the market of Balochistan and Pakistan.

Providing service in 15 cities of Balochistan and Pakistan.

Empowered and added values in the service of Quetta Balochistan private schools with aid of technology.

80 plus jobs created for FSc level students.

Spreading IT awareness in remote areas of Balochistan.

Useful links

Website Url:

<https://www.reliet.com/>

<http://rss.reliet.com/>

Facebook page link

<https://www.facebook.com/ReliableInnovativeTechnologies>

Our startup is listed in the "Directory 2019" Impact Network of Pakistan.

<https://www.dropbox.com/s/zjssq0xah490yq9/SE Directory 2019 - 1.pdf?dl=0>

Startup school link

<https://www.startupschool.org/companies/reliet?fbclid=IwAR0XBsmWoiye1jByrKr8LO34-aNOBYFLHRjcyKrR-t9Et7qhysld-N6Yklk>

PAKISTAN SOFTWARE EXPORT BOAD

“Prime Minister’s ICT Internship Program”

As manager completed the “Prime Minister’s ICT Internship 6 month Program” successfully in Balochistan. Facilitated the National ICT R&D Fund and PSEB for monitoring and evaluation of the program as carried out by it by the Prime Minister’s ICT internship program.

In this contact, I compiled all the processes mentioned below

Hiring Process

Selection of internees.

Internship Offer Letters

Joining Reports (of Internees) and Internees' personal files, documents and attendance record

Internees' periodic performance evaluation report

Receive feedback from internees

Access to the training /Job location(s).

Skill

Administration

Excellent

Last used 31st August, 2023

Managing the operations Responsible for filing and reporting Responsible for marketing and pricing strategy Developing executing the business development plan Work closely with an assigned partner to define the top business development priorities objectives Identify best practices from the regions Responsible for team task and timeline Prioritize participation in partner events including forward planning scheduling

Advanced Bookkeeping

Excellent

Last used 31st August, 2023

I am experienced in tracking official records like designing KPIs and formats, Meeting minutes designing and formats, visit list and information tracking Customer contact information tracking

Balancing

Excellent

Last used 31st August, 2023

I am a team player with good attitude and communication skills. I have some leadership experience to motivate team and staff in critical situations. I have the ability to problem-solving, critical thinking and conflict resolution. Ethically I am sound and always my priority to be ethical behaviour.

Communication

Excellent

Last used 29th August, 2023

Speaking languages, Urdu, English, Pashtu and Bravi. Excellent in written and verbal communication skills. Confident and professional speaking abilities (and experience)

Conflict Resolution

Good

Last used 31st August, 2023

Team task conflict resolution Customer task conflict resolution Uncertain issues resolution

Creating Ideas

Excellent

Last used 31st August, 2023

Covered 3 best ideas to the sustainability stage in business. Solved the local problems and invested the best solution for local business. Created job opportunities for local and low-level people in the market.

Social Media Marketing

Excellent

Last used 31st July, 2023

I am Social and Digital media certified and also serving for the last 5 years my services in the development sectors and public sectors.

Interviews
Excellent
Last used 29th July, 2023

Working for the last 4 years in hiring employees/ interns/ office staff and lower staff for projects.

Project

Editorail Borad Member (University of Balochistan)

Editorail Borad Member

1st August, 2018 - 31st December, 2020

I am working with the Department of Geography and Regional Planning University of Balochistan as an editorial board member for the last two years.

Successfully implemented open journal system software for managing and publishing scholarly journals. One of the success stories of the open journal system is that an international university Sher-e-Bangla architecture university accepted to accept call for papers for special issues.

for further details visit below link.

<https://www.jgss.com.pk/editorial-board/>

Advisory Board Member (BUITEMS ORIC)

Advisory Board Member

23rd August, 2019 - 20th August, 2020

Working with the Balochistan University of information and technology engineering and management sciences as an industry expert and an advisory board member to channel university research for solving local problems and adding the values in local labour, local raw materials, local skills and local clusters.