

Muhammad Saif

**Permanent Address: Quaid-e-Azam town Azam Block, House # 793-P,
Government College University Faisalabad
Cell No: 03008823483, 03137096593
Email: Saif498@hotmail.com**

Objectives

To have a challenging position that will help me to get a brilliant career with hard working.

Expertise

- Excellent Communication & Presentation Skills
- Excellent Mobilization skills
- Computer proficiency
- Leadership experience
- Communication skills
- Organizational know-how
- People skills
- Collaboration talent
- Problem-solving abilities

Education

**BS.Hons in Statistics (2016)
Government College University Faisalabad (Pakistan)**

**Bachelor of Education (2022)
Allama Iqbal Open University Islamabad**

Social Experience

Resource Person-FSD

Feb 2021 to Dec 2022

MOJAZ Foundation (AWAZ-II)

1. Introduce AWAZ-II program and conduct meetings in community on promote the rights of children, women, youth and other marginalized groups to strengthen and facilitate their development

2. Formation the village forum and engage the VF in different activities, resolve the Early Warning System ,Early Response Mechanism ,VF action plan ,CCAP's and Behavior Change.
3. Arrange the training at community level related to Decision Making Core and Thematic Area and capacity Building for Influential Persons as well as Marginalized Groups.
4. Increase citizen-state engagement to promote change in the harmful practices of child labors, early and forced marriage, gender-based violence (GBV), exclusion, exploitation and intolerance
5. Identification/ capacity building of Community Focal Person.
6. Hold dialogue and Birth Registration on project interventions with all stakeholders.
7. Written and verbal reporting on progress to the District Coordinator.
8. Aware and mobilize communities and conduct meetings with community members
9. Regarding project activities, their roles and responsibilities.

Area Manager Rawalpindi-Islamabad

Aug-2018 to Sep-2020

NRSP/UPAP Pakistan

1. Responsible for managing all operational policies in field offices of Rawalpindi & Islamabad
2. Responsible to look after the team of field offices, meeting with new clients, recoveries and development in assigned areas.
3. Responsible to approve the loans to females under the company policies and procedures
4. Responsible for recovery in time and meeting with new clients.
5. Claim and death Enquiries of the Borrowers.
6. Cross Verification of the approved loan.
7. Group Formation and maintaining their weekly meetings.
8. Borrower's Dealings and solving their issues.
9. Build up Relations with Borrower
10. Hear customer complaints and problems and resolve them
11. Make all reports and pasted in company soft wear.
12. Achieve the monthly target on every month of 20th.
13. Give the all direction and advice to my Field Worker.
14. Collect all money from borrowers.
15. We collect all money 20th of the every month.
16. Any other task assigned by the management;

Cash Manager

Aug 2018 to July-2019

A-One Cash and Carry Faisalabad

1. Managing company funds,
2. Overseeing the allocation of cash balances,
3. Cash Manager ensures all actions are in compliance

KIPS college Faisalabad

1. Planning teaching, including lectures, seminars/tutorials and learning materials
2. Meeting students individually to discuss progress
3. Checking and assessing students' work
4. Pursuing research
5. Interviewing potential students
6. Carrying out administration, such as attending faculty meetings and writing reports writing
7. Managing research budgets
8. Preparing bids for funding for departmental research projects
9. Regarding project activities, their roles and responsibilities.

Trainings

- 2 day training on Conflict Pre-emption Analysis at Hotel de Palazzo Islamabad by AWAZ II
- 2 day training on Child Abuse & online Protection At Oban hotel Lahore by AWAZ II
- 2 day training on MIS at Office By AWAZ II
- 4 day training on Leadership and decision making at El Paso by AWAZ II
- 4 day training on Core and Thematic Modules at Raj-one Hotel Faisalabad by AWAZ II
- 4 day training on Operational Account at Serena Hotel Faisalabad by NRSP/UPAP Pakistan
- Leadership and Empowerment at RCM Murree by NRSP/UPAP Pakistan

Languages

URDU, ENGLISH, PUNJABI, SARAIKI

References

- Bilal Ahmed District Coordinator in AWAZ II
Cell # 0300-4407483
- Amna jamil District Coordinator Faisalabad in Mojaz Foundation
dc.faisalabad@mojaz.org.pk cell # 03054712073
- Shahid Abbasi Finance Incharge in NRSP/UPAP Pakistan
Cell# 0313-5058569
- Athar Fareed District Manager in NRSP/UPAP Pakistan
- Cell# 0317-1511229

