

Muhammad Tasleem

Address: House#87 Abu Bakar Colony Opposite Railway station Dadu, Sindh

Phone: +923003257502

Email: tasleem.sef@gmail.com

Professional Summary

Muhammad Tasleem is an experienced professional with working experience of more than 12 years in different professional environment and entities on different positions in middle management and at least 10 years in Project management, team leading, special assignments, resource management, inventory management, handling pressure situation and timelines achieving milestones, being a committed, hardworking and focused employee.

Achievements

- 2017-18 • Best Station Coordinator Impact Reward on Managing EMS Operations at Station & Data Management and Analysis
- 2013-14 • Achieved milestone as a Project Coordinator via KPI, best Project planning, implementation, resources allocation & utilization.

Employment History

Aug-2023 Chief Executive Officer HRDex

Owned a consultation firm named HRDex (www.HRDexdadu.com) since 2023 providing consultation services on below areas

- Documentation & Reporting
- Data Entry & Analysis & Management
- HR Management
- Social Media Marketing
- Training Support Facilitation
- Research & Survey

2021- July2023 Program Officer (Research) at Sindh Education Foundation, Dadu Sindh

- To assist in conceptualization, management, and implementation of internal research projects by developing research proposal, tools and supervising the data collection process.
- To supervise the annual work plan and budgets
- Data analysis and report writing
- Documentation and coordination

Conducted research on Sindh Education Scholarship Program with title “Changing the world Changing the Lives”.

- The Research activity divided Four parts
 - 1: The Interviews with Institution Head & Focal Person Scholarship Program
 - 2: Interviews with parents whose children are selected in scholarship program
 - 3: Interviews with Teachers, teaching scholarship students
 - 4: Focal Group Discussion with Students and Community Members

Conducted Research on “Impacts of INSTAL Project in SEF Schools’ and Community to Promote quality education in rural Sindh”.

- Research activity consisted on parts
 - 1: School Field visits of where INSTAL project was awarded
 - 2: INSTAL room visit and interview of INSTAL subject teacher
 - 3: Interview of School partner
 - 4: Focused Group Discussion with Different grade students

SKILLS

- Report Writing ★★★★★
- Data Analytics ★★★★★
- Team Management ★★★★★
- Time Management ★★★★★
- Presentation & communication ★★★★★
- Leadership ★★★★★
- Microsoft Office ★★★★★
- Ability to Work Under Pressure ★★★★★
- Target & Timeline ★★★★★
- Project Management ★★★★★
- Communication Skills ★★★★★

LANGUAGES

- ★★★★☆ English
- ★★★★★ Urdu
- ★★★★★ Sindhi
- ★★★★★ Seraiki
- ★★★★★ Balochi

2018-
2021

Program Officer at Sindh Education Foundation, Dadu Sindh

Field operations Management

- Developing school field visit plans and get approved for implementation from concerns
- Conduct school support visit as per developed and approved field visit plans
- Pay school support visit to observe, school environment, classroom environment, teachers teaching methodologies in classroom & in AV room, students head count (Attendance)
- Overview of provision of basic facilities at school according to SEF guidelines
- Collection of observation by conducting school support visit, sharing observations with school management team (Head Teachers & teachers) by conducting staff meeting and with school partner via emails.
- Facilitating the school management team for maintaining school records like updating and maintaining of student General Register, Staff and student attendance registers, stock registers, visitor book, student result sheets, salary register, daily dairy, classroom observation form etc.
- Capacity building of teachers and Head teacher on different academic operations, format management, record keeping and school management issues.
- Follow up and support school partners for school development activities, construction tasks, facilitation management as per SEF guidelines

Record keeping / data analyzing & management

- File management for schools individually, keeping in record of field visit tools, visit reports, warning and explanation letters, field visit tools and different official school wise record.
- Collect & evaluate financial record of school and update files in hard and soft format
- Record and maintain meeting meetings of official meetings with school partners, head teacher and teachers on school development and management and updating files

Report writing

- Supporting program team to prepare quarterly and yearly progress reports
- Supporting program team to prepare school categorization reports
- Preparing ratio analysis reports on student's data on Promote, dropout, retained and pass out indicators
- Preparing and analyzing assessment ratio analysis school wise reports
- Prepare training session reports

2016
April 2018

Station Supervisor (Manager) at Aman Foundation, Thatta, Mirpur Bathoro

September 2016 – April 2018

The Station Manager is responsible for overall station (District Office) operation management, below are some areas but not limited to

Team Management:

- Overall team management including staff nurses and drivers also management of vehicles in three different shifts.
- Shift wise team duties allocation and task assignments.
- Distribution of medicines and emergency kits as per requirement and requests
- Audit and verification of stock at station.

Human Resource Management

- Ensure the attendance & coverage of all staff absence
- Implementation of all HRM policies & procedure

Financial Operations Management

- Responsible for petty cash close on daily basis
 - Preparing monthly expenses reports
- Stock Management (Medicine)**
- Proper stock management according to batch wise and expiry.
 - Issuance record management.
 - Preparing expiry data analysis and utilization report.
 - Segregation of stock according to nature and proper tagging.
 - Audit record preparation.
- Station Operations Management**
- Managing overall station (Office) operational administrative operations.
 - Liaise with senior management for day-to-day operations and MIS reports.
 - Mobilization of team and vehicles and supporting team for shift wise reporting.

2010 Project Coordinator at Creators Group of Engineering, Dadu Sindh

January 2010 – December 2016

Project Management using Ms Project 2007- 2010

- Coordination with teams on activities, resources, Equipment and information.
- Liaise with clients to identify and define project requirements and progress sharing.
- Prepare project proposals, time frames, schedule and budget.
- Use project management tools to monitor working hours, budget plans.
- Job scheduling, human resource and material mobility at sites.
- Preparing Daily Progress Report, Weekly Progress Report & Monthly Progress Report.

Stock Management using MS Project

- Dealing with stock availability and utilization.
- Ordering and reordering of stock according job assignments by flowing FIFO method.
- Preparing stock utilizing reports.
- Available stock management and proper tagging.
- Audit report and documentation preparation of stock.

Special Assignments	Year of Accomplishment
1- Research Activity	2022 & 2023
2- Site Verification Survey for establishment of new Schools	2019
3- Monitoring & Evaluation of FAS School	2019, 2020 & 2021
4- Staff Training and development on school record management	2018 & 2019

Education	Technical
2012 MA Economics University of Sindh, Jamshoro, Sindh	Diploma in Information Technology (2005-06) Sindh Board of Technical Education Karachi, Sindh
2010 Bachelor in Commerce University of Sindh, Jamshoro, Sindh	Certified Professional System Information Management (CPSIM) (2008-09) APTCH Hyderabad

References	
Nauman Farooqi Creators Group of Engineering +923008374090	Yasir Memon Sindh Ambulance Service +923018234429

Trainings

2022	Understanding Schooling	Sindh Education Foundation
2018	School Management & Record Keeping	Sindh Education Foundation
2017	Data Analysis & Management and Record Keeping	AMAN FOUNDATION
2016	EMS & Station Operations Management	AMAN FOUNDATION
2010	Project Planning & Resource Management using MS project	CREATORS GROUP OF ENGINEERING