

NAJEEB ULLAH

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CAREER OBJECTIVE:

Dedicated and results-oriented professional with a proven track record in program management, operations, and administration. Demonstrated expertise in effectively coordinating projects, optimizing resource allocation, and ensuring seamless program execution. Adept at fostering stakeholder relationships and leveraging data-driven insights for improved outcomes. Eager to contribute dynamic skills and experience to drive impactful initiatives

Experience:

Assistant Manager Program - January 2023 to Present

Center for Awareness Training and Development, Peshawar, Pakistan

As an Assistant Program Manager, my role and responsibilities were,

- Led the planning and execution of programs in line with company goals, ensuring smooth implementation through careful preparation.
- Acted as a crucial link between teams, partners, and participants, keeping everyone engaged and informed about program progress.
- Tracked performance using clear metrics and data, making adjustments for better program outcomes.
- Managed resources, including people, money, and materials, always mindful of budget limits, resulting in more efficient programs.
- Maintained detailed program records for compliance and openness, producing clear reports on progress, results, and suggestions for improvement.
- Assist managers and other staff with procurement of necessary materials and equipment
- Communicate with clients and other stakeholders evaluate their need

Project Coordinator

Center for Awareness Training and Development

Sep 2020 – December 2022

As Project Coordinator my role and responsibilities were:

- Coordinated with internal and external stakeholders to successfully execute the project, resulting in a 90% training impact on trainees.
- Assisted the project manager in outreach, communications, program management, resource allocation, and logistics, ensuring 100% program compliance and timely completion.
- Led the planning and execution of training programs, resulting in a 95% satisfaction rate from participants and trainers.
- Generated detailed reports for each training session, ensuring accurate documentation of program outcomes and achievements.
- Served as the primary point of contact for participants, facility managers, and lead trainers, ensuring a seamless and positive training experience.
- Monitored trainer and participant availability, resulting in a 100% on-time attendance record for online and on-ground training.
- Developed and maintained relationships with potential partners through successful outreach efforts, resulting in a 15% increase in program participation and reach.
- Maintained a comprehensive participant database, resulting in a 98% accuracy rate for the venue, attendance, scores, dates, profiles, and employment status

Administrative Officer

Center for Awareness Training and Development

Dec 2019 - Aug 2020

As an Administration Officer, my responsibilities were,

- Implemented and ensured adherence to effective financial management policies and procedures, resulting in a 95% compliance rate.
- Facilitated internal and external audits and maintained a 100% satisfactory audit response rate by collaborating with the Director of Finance.
- Monitored income and expenditure, maintained accurate records, and achieved a 99% accuracy rate in bank reconciliation.
- Prepared budgets, financial documents, reports, and operational plans with 100% accuracy, enabling the Admin. team and Head of Project to make informed decisions.
- Processed payments, checked vouchers and invoices, and ensured timely submission of monthly payments, resulting in a 98% on-time payment rate.
- Conducted eligibility checks and regular visits to the finance departments of recipients, resulting in a 97% compliance rate with the rules and regulations of Grant and Financing Agreements.

Education

- **University of Peshawar**
Executive MBA, Human Resources Management and Services
Sep 2022 - Dec 2023
- **University of Peshawar**
Master of Commerce, HRM, Financial and Cost Accounting, Financial Management, E-Commerce, BRM, Organization Behavior
2017 - 2019
- **University of Peshawar**
Bachelor of Commerce - B.Com, Financial and Cost Accounting, Economics, Statistics, Income Tax, MBF, Auditing, MIS, BC, AIS
2015 - 2017

Licenses & Certifications:

1. **Foundations of Project Management** - Coursera
BZN4NDED9HW5
2. **DIGITAL LITERACY** - DigiSkills.pk, an online educational institute
Issued Mar 2023 -
JMUW5NHMK
3. **DATA ANALYTICS AND BUSINESS INTELLIGENCE** - DigiSkills.pk, an online educational institute
Issued Nov 2022 - 2023
DE6CBHDMK

Skills

End-to-End Project Management | Adaptability | Client-Managing Skills | Collaborative Problem-Solving | Monitoring and Evaluation | Financial Management | Communication and Advocacy | Stakeholder Engagement | Reporting Skills | Resource Management | Accountability