YAR MUHAMMAD KHAN NIAZI

About Me

I am a seasoned professional with over 15 years of experience in IT, Project Management, Strategic Communication, Data Management, Media, and Marketing. My diverse expertise and passion for innovation drive success in complex projects.

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EDUCATION

- Master of Computer Seince (MCS) 2003 - 2005
- Bachelor of Computer Seince (MCS) 1999 - 2003
- Diploma of Civil Engerring
- FSc (Pre - Engineering)

Expertise

- Project Management
- Communication
- Digital Marketing
- Negotiation
- Data Management
- Leadership
- Team Leader

Experience

Team Lead Project Management, Media & Marketing
Liaison Corporation - Peshawar, Khyber Pakhtunkhwa
2016 - 2023

- Planning and Execution
- Budget Management
- Team Development
- Risk Management
- Campaign Execution
- Media Campaigns
- Digital Media Management
- Data Management
- Social Media Insights
- Community Engagement
- Project Management:
- Timeline Management
- Team Coordination
- Media & Marketing Strategy:
- Content Creation
- Media Relationship
- Deadline Management:
- Data Analysis
- Report Generation
- Report Writing

Member BoD (Water & Sanitation Services Company Bannu)
Bannu - Khyber Pakhtunkhwa
2021 - 2022

- Strategic Planning
- Financial Oversight
- Compliance & Governance
- Performance Evaluation
- Budgeting
- Procurement
- Accountability
- Recruitement

Chairman District Zakat Committee Bannu
Bannu - Khyber Pakhtunkhwa
2019 - 2022

- Strategic Planning
- Resource Management
- Data Management
- Data Maintenance
- Reporting
- Monitoring and Evaluation
- Coordination with Local Adminstraion
- Policy Implementation
- Fund Allocation
- Data Analysis
- ZIMS Management
- Governance & Compliance
- Community Engagement

Viable Village Facilitator (Project of J.A Clark FROK)
Khwendo Kor - Bannu, Khyber Pakhtunkhwa
March 2015 - December 2015

- Community Sensitization
- Need Assessment
- Community Engagement
- Reporting
- Awareness Sessions
- Conflict Resolution
- Linkages & Networking
- Community Mobilization
- Community Sessions
- Surveys
- Documentation
- Advocacy
- Sustainability
- Transit Walks

Training Conducted

- Right to Information
- Right to Services
- Gender Sensitization
- Social Organization

Training Attended

- Social Organization
- Informal Education Reforms
- Women Empowerment
- Human Psycology
- Record Keeping
- Proposal Writing
- Leadership
- Volunteerism
- Gender Sensitization

Seminars Attended

- Right to Services Act, KP
- Right to Information Act, KP
- KP Clean & Green Initiaitive
- KP LG Reforms & Act

Certificates

- 2004 Linux End User Certificate from Pakistan Computer Bureau.
- 1995 Central Camp National Cadet Corps Training Certificate.
- 1994 Type Writing Course.
- 1994 One Year Computer Operations/Programming Completion Certificate.
- 1991 Civil Defense Basic Knowledge Course.

Case Management Officer (GBV) (Project of UNOCHA)
Khwendo Kor - Bannu, Khyber Pakhtunkhwa
December 2014 - Feburary 2015

- Client Assessment
- Crisis Intervention
- Referral Coordination
- Documentation
- Training
- Data Collection
- Data Analysis
- Safety Planning
- Case Planning
- Legal Support
- Advocacy
- Capacity Building
- Reporting
- Community Outreach

Project Coordinator
CARE Organization - Bannu, Khyber Pakhtunkhwa
December 2013 - September 2014

- Project Planning
- Team Management
- Needs Assessment
- Monitoring and Evaluation
- Compliance and Reporting
- Risk Management
- Sustainability Planning
- Capacity Building
- Hygiene Kit Distriution
- Stakeholder Engagement
- Hygiene Promotion
- Data Management
- Data Analysis
- Advocacy
- Quality Assurance
- Community Sessions

Social Mobilizer
CARE Organization - Bannu, Khyber Pakhtunkhwa
May 2011- April 2012

- Community Engagement
- Community Sensitization
- Needs Assessment
- Resource Mobilization
- Conflict Resolution
- Cultural Sensitivity
- Environmental Awareness
- Community Empowerment
- Awareness Campaigns
- Capacity Building Sessions
- Community Mobilization
- Advocacy
- Documentation/ Reporting
- Gender Sensitivity
- Networking

Manager IT & Administration
Image Graphics Solution - EMPACT ACtivation Services
Karachi, Sindh
November 2006- May 2007

- System Management
- IT Strategy
- Security and Compliance
- Budget Management
- Vendor Management
- Technical Support
- Data Management
- IT Training
- Facility Management
- Administration Policy
- Attendance Managemnt
- Inventory Control
- Stock Management
- Travel and Logistics:
- Records Management
- Security Management:

Professional Certificates

- Freelancing
- Digital Marketing
- Investigative Journalism
- Project Management (in Process)

Software Proficiency

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Canva
- Multiple Ai platforms

Hobbies

- Readiing
- Tourism
- Technology
- Social Work
- Blogging

Lecturer & Network Administration
Tracks Institute - Bannu, Khyber Pakhtunkhwa
August 2005- August 2006

- Course Orientation
- Student Assessment
- Practical Lab Assignments
- Cabling
- Network Management
- Security Management
- Data Backup and Recovery
- Compliance
- Classroom Instruction
- Mentoring
- Quizes & Assignments
- Network Devices Installation
- Server Administration
- Troubleshooting
- Documentation
- Budget Management:

Software Projects

- Process Control & Management System (MCS Project)
- School Automation System
- Stock Control System
- Pak Pinenuts Website

Social Work

- Member of District Commission on Status of Women, Bannu
- General Secretary GYO (Global Youth Organization) an NGO organization since 2006.
- District Officer Right to Information under e-Jirga.
- Member Anti-Corruption &Anti-Narcotics Association of Pakistan

Skills Summary

Media & Marketing	95%
Project Management	90%
Data Management	85%
Reporting	80%

Refrences

Dr. Muhammad Zubair Khan,
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