



YAR MUHAMMAD KHAN NIAZI

About Me

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

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Bannu, Khyber Pakhtunkhwa

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EDUCATION

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

Expertise

- Project Management
- Communication
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Team Leader

Experience

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

- Policy Formulation
- Policy Supervision
- Human Resource
- Capacity Building
- Performance Evaluation
- Budgeting
- Communication/Coordination
- Procurement
- Monitoring

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

- Leadership
- Resource Management
- Beneficiary Assessment
- Education and Awareness:
- Collaboration
- Dispute Resolution:
- Community Engagement:
- Policy Implementation:
- Fund Allocation:
- Distribution:
- Reporting:
- Auditing and Compliance:
- Monitoring and Evaluation:
- Public Relations:

Team Lead Project Management, Media & Marketing Liaison Corporation - Peshawar, Khyber Pakhtunkhwa 2016 - 202

- Project Planning
- Budget Management
- Content Creation
- Campaign Execution
- Quality Assurance
- Problem Solving
- Team Development
- Stakeholder Relations
- Team Coordination:
- Client Communication:
- Marketing Strategy:
- Data Analysis:
- Deadline Management:
- Reporting:
- Risk Management:
- Adaptation:

Viable Village Facilitator (Project of J.A Clark FROK) Khwendo Kor - Bannu, Khyber Pakhtunkhwa 2015 - 2016

- Community Engagement
- Project Identification
- Capacity Building
- Community Empowerment
- Advocacy
- Conflict Resolution
- Education and Awareness
- Needs Assessment
- Resource Mobilization
- Reporting to Supervisors
- Monitoring and Evaluation
- Documentation
- Sustainability
- Crisis Response

Training Conducted

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

Training Attended

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

Seminars Attended

- Right to Services Act, KP
- Right to Information Act, KP
- KP Clean & Green Initiative
- 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 July 2015 - September 2015

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

Project Coordinator

CARE Organization - Bannu, Khyber Pakhtunkhwa July 2014 - June 2015

- Project Planning
- Team Management
- Needs Assessment
- Monitoring and Evaluation
- Compliance and Reporting
- Risk Management
- Sustainability Planning
- Capacity Building
- Resource Allocation
- Stakeholder Engagement
- Hygiene Promotion
- Data Analysis
- Quality Assurance
- Advocacy
- Emergency Response
- 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

EMPACT Activation Services - Karachi, Sindh August 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 Management
- Inventory Control
- Stock Management
- Travel and Logistics:
- Records Management
- Security Management:

Professional Certificates

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

Hobbies

- Reading
- 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
- Quizzes & 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 Membership

- Chairman Bannu Welfare Organization (BWO) NGO
- District Focal Person Prime Minister Tiger's Force District Bannu
- Member of District Commission on Status of Women, Bannu
- General Secretary CYO (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  90%

Project Management  89%

References

Dr. Muhammad Zubair Khan,

(Assistant Professor, Coordinator Department of Management Sciences, University of Science and Technology Bannu)

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