

MUHAMMAD ZEESHAN

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Objective: Seeking a position in a reputable and progressive academy that offers a challenging and dynamic environment, a stable career path and an opportunity to apply my qualification to the fullest and prove my skills.

Scholastic Achievements:

MBA (HR)	Institute of Management Sciences, Peshawar (2011-2015)
B. Sc	Govt Post Graduate College Lakki Marwat (2010-2011)
F. Sc	Govt Post Graduate College Lakki Marwat (2008-2009)
SSC	Al Habib Public High School Lakki Marwat (2007)

Experiences:

1. **Social Mobilizer** – Prime Foundation [Mother Child Care Project – MCCPII] – Lakki Marwat
Duration: Jan 2021 till date [**Campaign Based**]

Job Description:

- Mobilize and facilitate active participation of children and their communities to participate in planning, monitoring and implementation and evaluation of community development initiatives. Build the capacity of children, families and community to collectively engage local leaders on identified issues.
- Assist senior staff in work planning and door to door surveys at all levels.
- Create awareness of project aim and objectives in the communities
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Any other activity assigned by senior staff.

2. **Camp Supervisor** – Prime Foundation [Mother Child Care Project – MCCPII] – Lakki Marwat
Duration: Sep 2017 to Oct 2019

Job Description:

- Mobilize and facilitate active participation of children and their communities to participate in planning, monitoring and implementation and evaluation of community development initiatives. Build the capacity of children, families and community to collectively engage local leaders on identified issues.
- Assist senior staff in work planning and door to door surveys at all levels.
- Create awareness of project aim and objectives in the communities
- Motivate community people through orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Good in communication and flexible, able to present organization on different platforms.
- As team member, skills to motivate the community people and team members to develop project activities, planning and reporting.
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate the IEC material distribution among the communities
- Any other activity assigned by senior staff.

3. **Community Mobilizer** – Prime Foundation [Mother Child Care Project – MCCPII] – Lakki Marwat
Duration: Sep 2015 to Dec 2015

Job Description:

- Mobilize and facilitate active participation of children and their communities to participate in planning, monitoring and implementation and evaluation of community development initiatives. Build the capacity of children, families and community to collectively engage local leaders on identified issues.
- Assist senior staff in work planning and door to door surveys at all levels.
- Create awareness of project aim and objectives in the communities
- Motivate community people through orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Good in communication and flexible, able to present organization on different platforms.
- As team member, skills to motivate the community people and team members to develop project activities, planning and reporting.
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate the IEC material distribution among the communities
- Any other activity assigned by senior staff.

Internship Experiences:

1. Intern – National Internship Program (NIP) - [Directorate of Finance at Gomal University Dera Ismail khan]

Duration: Jun 2016 to May2017

Job Description:

- Dealing GP Fund of whole Gomal University DIKhan.
- Dealing refund of Book Security at Receipt Branch.
- Dealing different Scholarship (free ship, Mora zakat, Fata Scholarship, Brother/ Sister Concession).
- Maintenance of private account (521-2) at Gomal University DIKhan.

2. Intern – National Bank of Pakistan (NBP) - [Lakki Marwat Branch]

Duration: Jun 2013 to Aug 2013

Personal Skills:

Detail oriented with multitasking ability in managing tight deadlines

Strong analytical and problem-solving capabilities

Good communication, presentation skills and ability to lead and work as a team player

Results oriented with strong interpersonal and motivation skills

Computer Skills:

Accomplished user of Office Applications including Microsoft Word, Power Point, Outlook, and Excel

Fast Typing Skills

Publications:

Research Thesis on (Role of Leadership Styles on Organizational Structure “Peshawar based study”)

Language:

Pashto – Native

English – Written and Spoken

Urdu – Written and Spoken

Hobbies and Interests:

Volunteer work, Cricket, Travelling