



Iftikhar Hussain Qureshi

Highly organized and efficient person, with a thorough and precise approach to projects, which has produced excellent results to date. Able to manage own time effectively, and priorities workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer relations skills.

15 years of working experience with renowned Public / Private Sectors organizations on different positions focusing on project management, Livelihood and food Security programming, institutional development. **10 Years with Earthquake Reconstruction & Rehabilitations Authority (ERRA) on 55 Projects (Buildings, Roads & Infrastructures Services) in Muzaffarabad City.**

EDUCATION

- **Master of Business Administration (MBA)**
 - University of Azad Jammu & Kashmir
- **Bachelor of Science (Statistics, Economics & Geographia)**
 - University of Azad Jammu & Kashmir
- **I. Com**
 - BISE Mirpur
- **Matriculation**
 - BISE Mirpur

KEY SKILLS/COMPETENCIES

Ability to manage time and prioritize workload to ensure efficient delivery of all aspects of tasks.

- Regular user of Microsoft Office, including Excel, Word and PowerPoint
- Highly organized and efficient
- Excellent communication skills
- Polite and professional manner
- High level of attention to detail
- Organization and planning skills
- Management and prioritizing skills
- Verbal and written communication skills
- Problem solving ability
- Attention to detail
- Accuracy
- Flexibility
- Teamwork

Professional Experience

1. **OFFICE MANAGER**—June, 2019 to Mar, 2022.

DISASTER CLIMATE & IMPROVEMENT PROJECT (WORLD BANK) MUZAFFARABAD AJK

Main Job Tasks and Responsibilities

- To provide administrative & human resource support to the Project Director and senior officers in drafting of documents and other related material.
- To operate manual and computerized office systems, for example filing papers and maintaining databases.
- Prepares documents related to office and officer/staff for operations by accessing different software in computer.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Input data, such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval.

- Assist in the production of statements and applications, preparation of spreadsheets, reports and correspondence as required.
- Undertake general office duties, for example:
 - dealing with post, faxes and internal and external e-mail enquiries;
 - drafting and sending standard letters on behalf of the Project Director;
 - photocopying and collating papers and mailings;
 - arranging documents to be printed/bulk printing arrangements;
 - To undertake office telephone reception, including taking messages for other staff.

2. **ASSISTANT / OFFICE MANAGER**–Sep, 2009 to Apr, 2019

EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY (ERRA)

Main Job Tasks and Responsibilities related to ADMINISTRATION & TECHNICAL

- Assist Project Director
- Schedule and coordinate meetings, appointments and travel arrangements for Project Director
- Coordinate with Chinese Companies' Officials M/S CWE and M/S CXB
- Prepare confidential correspondence regarding Chinese Companies' Officials M/S CWE/M/SCXB
- Maintain Security files of Chinese Personnel
- Provide support to the security departments
- Provide updated detail to the interior department
- Audit matters pertaining to Admin & Technical
- Maintain & update record related to Employees
- Monitor incoming emails and answer or forward as required
- Monitor incoming/outgoing mail for receiving and distribution
- Prepare correspondence, reports, drafts, emails and scanning
- Type documents, reports and correspondence, and monitoring clerical functions and prepare Monthly Reports of Vehicles & Projects
- Organizing, arranging and coordinating meetings, Prepare Monthly statement of Vehicles
- Managing clerical or other administrative staff
- **Controlled and updating technical documents of 55xProjects (User Requirements, Concept Designs, Detailed Designs, File & Other Documents related to Projects.**
- Scan and upload documents
- Control and maintain organization and project documentation
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and organization professionals
- Producing document progress reports for seniors
- Conducting regular reviews and document audits
- Using computers to organize and distribute documents
- Helping in the planning stages of a specific projects

3. **ADMIN ASSISTANT** –Jan, 2008 to Aug, 2009

DOSTI DEVELOPMENT FOUNDATION (DDF), MUZAFFARABAD/NEELUM A.K

Main Responsibilities

- Assist in resolving any administrative problems
- Answer telephone calls
- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Maintain office supplies for department
- Update and maintain internal staff contact lists
- keep office area clean and tidy
- Organize travel arrangements for staff
- Ensure office equipment is properly maintained and serviced

4. **OFFICE ASSISTANT** –Dec, 2005 to Dec, 2007

NATIONAL RUREL SUPPORT PROGRAM (NRSP), MUZAFFARABAD/NEELUM A.K

Main Responsibilities

- Maintained and organized the company filing system
- Maintained with all incoming calls, typed all documents, correspondence, fax, Scan and copy documents

SEMINARS & TRAINING

- Orientation Training Workshop organized by NRSP-IRM
- Effective Communication Skills organized by NRSP-IRM
- Training of Trainers on SM organized by NRSP-IRM
- Gender and Development organized by NRSP-IRM
- Conflict resolution organized by NRSP-IRM
- Credit Risk Management organized by NRSP-IRM
- Disaster Management Organized By UNDP

REFERENCES

- **Brig ® Riaz Ahmd Noor** Project Director (ERRA)
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- **Ansar Yaqoob**
Commissioner Poonch Division GoAJK/PD DCRIP
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