

Hafiz Muhammad Ahsan Iqbal S/o Muhammad Iqbal(Ph.D Scholar Mgt Sciences)

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PROFESSIONAL SUMMARY

7 years' and 6 months experience of Finance, Administration, logistics, procurement, Staff Trainings, Financial and Human Resource Management, Documentation, Reporting, Capacity Building, Data Management, facilitation of Internal and external financial compliance visits and audit facilitation, Executive Level Management, IT Management, Company Secretary of BODs etc.

Cultural Diversity & Inclusion Management • Integrity & Commitment • Strategic Planning & Analysis • Drafting & Writing • System Development & Improvement • Financial and supply chain management • Analytical Review • Data Management

Technical Proficiencies: MS Office Suite • Financial reporting, procure planning and management, Data management.

In Administrative Job perspective, I am motivated, insightful and deliberative Finance and Admin Manager with strong commitment to serving the needs of communities regarding Water supply management Garbage collection and any other emergent response in the time of pandemic. I have expert skills in overall management, financial planning, with documented success overcoming challenges of limited resources and financial constraints to design high-quality, cost-effective and comprehensive service offerings. Even having expertise in Solid Waste Management system based on IT and Effective skill regarding Corporate Governance Management.

In perspective of Job of Manager HR: Seeking a challenging position as a Manager of Human Resources, leveraging my extensive experience and expertise in people management, talent acquisition, employee relations, and strategic HR planning to drive organizational success and foster a positive work culture. Committed to utilizing effective HR strategies, implementing policies and procedures, and fostering strong relationships with employees and stakeholders to optimize employee performance, enhance productivity, and ensure compliance with legal and ethical standards in alignment with the organization's goals.

In perspective of Job of Deputy Manager HR: Highly motivated HR professional seeking the role of Deputy Manager HR, utilizing my strong interpersonal skills, in-depth knowledge of HR policies and procedures, and proven experience in talent acquisition, employee development, and performance management. Committed to supporting the HR team in implementing effective HR strategies, maintaining a positive work environment, and ensuring compliance with HR regulations, while contributing to the achievement of organizational goals and fostering employee engagement and satisfaction.

In perspective of Job of Executive Officer HR: Dedicated and results-oriented HR professional seeking the position of Executive Officer HR, leveraging my comprehensive understanding of HR practices, expertise in employee engagement, and proficiency in HRIS systems. Committed to optimizing HR processes, driving organizational effectiveness, and supporting the HR team in implementing strategic initiatives. With a strong focus on fostering employee development, ensuring compliance, and delivering exceptional HR services, I aim to contribute to the success of the organization by cultivating a positive work culture and maximizing the potential of its human capital.

ACADEMIC QUALIFICATION

Degree	Year	Board/Institution	Percentage	Total Marks
Ph.D Management Science	Session Fall 2020	Qurtuba University of Science and Information Technology DIKhan	89.66% Research Work is in process and completed June 2023	538/600
MPhil Management Sciences	2018 01-01-2016 To 17-08 2018	Qurtuba University of Science and Information Technology DIKhan	81.33% 3.95 CGPA out of 4.00 CGPA	732/900
BBA Hons	2015 01-09-2011 To 29-12-2015	Qurtuba University of Science and Information Technology DIKhan	86.93% 3.90 CGPA out of 4.00 CGPA	3736/4300
H.S.S.C FA Inter Science (Statistics, Math & Economics)	2011 14-07-2009 To 30-04-2011	Govt Degree College Paharpur Board of Intermediate & Secondary Education DIKhan	49.1%	541/1100
S.S.C (Science)	2009 01-09-2007 To 31-03-2009	Govt High School Kotjai Board of Intermediate & Secondary Education DIKhan	54.3%	571/1050
I.T (Information Technology) 3 Months	2010 12-06-2010 To 16-09-2010	Hamd Group of Education System National Training Board Peshawar	60%	180/300
I.C.T (Diploma of Information Communication Technology) 3 Months	2011 05-06-2011 To 05-09-2011	Al-Noor Information Technology Institute	90 %	270/300
(Diploma of Peachtree & Advance Excel) 2 Month	2015 01-03-2015 To 05-05-2015	Applicats School of Programming Islamabad	-	-

(Diploma of Blogger Website Designing) 3 Months	2015 16-02-2015 To 16-05-2015	Superior Professor Computer Institute	-	-
(Diploma of Hifz-ul-Quran) 1 Year	2010 22-05-2010	Dar-ul-aloom Farooqea Chashtea	-	-
B.E.D 1.5 Year	2023	Sarhad University DIKhan	In Process	
DIT Diploma of Information Technology 1 Year	2014	KP Technical Board of Education Peshawar	A+ with 84% Marks, 1 st Position in Board	

Total Experience= 7 years and 6 months in BPS=17 as GM Admin and Operation, Manager Admin and Company Secretary of BODs, CFO, Media manager in Local Government Department formation WSSC DIKhan.

■EMPLOYMENT CHRONICLE Phase Wise (Working since 1st April 2021 to 3rd July 2023 fulfilling following assignments)

(A) WATER AND SANITATION SERVICES COMPANY (WSSC) D.I.KHAN, GOVERNMENT OWNED CORPORATE BODY
As Manager Admin & Company Secretary in BPS-17 • April 01,2021 to Till Date i.e 9th March 2023

Designed and roll out the Administrative Management Systems to ensure efficient and effective running of organizational operations on regular basis and delivered complete support to Chief Executive Officer to run WSSC D.I.Khan office operations smoothly.

Key Accomplishments:

- Got the Promotion Appointment as Manager Admin (M-5) vide Chairman BODs letter No.234/WSSC/DIK dated 31-03-2021 with reference of 2nd BODs meeting held on 26th February 2021, 1st meeting of HR Committee of BODs held on 11th March 2021, 1st Meeting of Finance Committee of BODs held on 11th March 2021 & Confirmation through 3rd BODs meeting held on 25th March 2021.
- Got Job Promotion letter form Chief Executive Officer, WSSC DIKhan vide his letter No.239/WSSC/DIK dated 01-04-2021.
- Submitted the Relinquish report vide office letter No.236/WSSC/DIK dated 01-04-2021 of the additional Charge assigned vide this letter No.1552/WSSC/DIK dated 02-08-2021 in the capacities of PS to CEO & Chairman, Manager HR, Procurement, Finance & Operation, Manager Media & RCCO
- Submitted the Charge Assumption Report vide letter No.237/WSSC/DIK dated 01-04-2021 as manager Admin (M-5) along with continuation of additional charge vide

letter No.432/WSSC/DIK dated 25-08-2020 in the capacity of GM admin & Operation & CFO,WSSC DIKhan .

- Took up the charge of Company Secretary vide Chairman BODs notification No.11/Chairman/WSSC/DIK dated 01-06-2021.
- Attended the Stake holder Consultation Session for Pakistan Clean Air Plan on 13th April 2021 and presented the WSSC DIKhan vide Assistant Engineer LCB Letter No.AE/LCB/General File/2-1/2021 Dated 07th April 2021.
- Attended the multiple meetings and presented WSSC DIKhan in front of Reconciliation Committee LGE&RDD Peshawar on the subject of Reconciliation Between TMA & WSSC DIKhan for FY 2020-21 in the Capacity of CFO, WSSC DIKhan.
- Presented WSSC DIKhan in front of Asian Developmental Bank, Khyber Pakhtunkhwa Cities Improvement Project, KPCIP-phase 2 in Project Resources Financing and proposed the projects on behalf of WSSC DIKhan, submitted to Project Coordinator, PMU-KPCIP.
- Prepare the Budget of WSSC DIKhan for FY 2021-22 & submitted to the Section Officer Budget LGE&RDD and Additional Secretary Finance, Finance Department on 2nd June 2021 in the capacity of CFO,WSSC DIKhan.
- Prepared the Form-28 and duly signed by all members of the BODs and Submitted the FORM-28 in the office of SECP, Peshawar through consultant Shahid Ahmad & Co on 28th May 2021.
- Prepared the Job Advertisement for CEO,CIA and Management staff of WSSC DIKhan on the direction of the BODs.
- Worked with Section Officer General LGE&RDD regarding Revising Water Tariff for Urban & Agriculture Consumers vide his letter No.SOG/LG/7-1/Mis/2021/612 dated 08-02-2021 & also work on Data on Provincial Government Employees vide his letter No.SOG/LG/7-1/Mis/2021/809 dated 18-02-2021.
- Liaison with Shahid Ahmad & Co regarding NPO Certification, Case to Case Agreement and Retainer ship agreement.
- Performed the Acting Charge of CEO,WSSC DIKhan from 28th December 2020 to 1st January 2021 vide this Office letter No.716/WSSC/DIK dated 26-12-2021.
- Presented the WSSC DIKhan in front of Anti-Corruption Establishment Department for the Audit Conduction of FY 2020-21.

- Presented the WSSC DIKhan in front of Audit Oversight Board for the Federal Audit Conduction of FY 2020-21.
- Attended the video Link Meeting on Progress Review of Anti-Covid 19 Vaccination under the chairman ship of Special Secretary Establishment LGE&RDD on 2nd July 2021.
- Liaison with Career Testing Service Islamabad regarding Hiring Process of CEO,CIA & Management Staff.
- Prepared and got the approval of proposal regarding Emergency Assistance for Fighting against Covid-19 Response, submitted to Planning Officer LGE&RDD on 21st April 2021.
- Attended 1st Meeting of the Procurement Committee vide WSSC DIKhan office letter No.21/WSSC/DIK dated 19-06-2021 in the capacity of Company Secretary of the BODs on 22-06-2021.
- Liaison with SECP, Law Division, Peshawar regarding submission of Form-45 on behalf of CEO,WSSC DIKhan.
- Liaison with Moodys Consulting Firm Pakistan regarding ISO Certification.
- Prepared the working papers as Proposal for Hiring of 120 Sanitation Staff for three newly added UCs and presented in 4th BODs meeting of the Board.
- Liaison with Khyber Pakhtunkhwa Revenue Authority regarding Services Withholding taxes submission. .
- Attended the meeting on 21st January with Additional Secretary Development LGE&RDD regarding updates on decision taken in meeting held with Parliamentarians.
- Attended the Meeting with Secretary LGE&RDD on 14th December 2020, regarding funding issues faced by WSSCs.

KEY RECOGNITIONS AND CERTIFIED ACHIEVEMENTS

- ✚ Received Letter of Appreciation from Chairman BODs, WSSC DIKhan vide his letter No.05/WSSC/DIK dated 07-05-2021 as a reward of Hardworking and diligent efforts for completion of Reconciliation with TMA DIKhan & completion of cleanliness campaign drive Ashr e Safai.

KEY TRAINING, CERTIFICATION & SHIELD AWARD

- ✚ Fulfillment of Training Course “Monitoring and Evaluation of Development Projects” from Pakistan Planning and Management Institute, under the supervision of Ministry of Planning, Development and Special Initiatives held on 29th January 2021.
- ✚ Fulfillment of Training Course “Time Management” from Pakistan Planning and Management Institute, under the supervision of Ministry of Planning, Development and Special Initiatives held on 2nd February 2021 to 4th February 2021.
- ✚ *Attended E-Learning Training Course on “Sustainable Waste Management and Smart Urbanization” held on 25th January 2021 at Singapore under Singapore Corporation Program Training Award (SCPTA)*

NOTIFIED MEMBER OF COMMITTEES

- ✚ Notified Member of **Steering Committee RTS Commission** vide letter No.262/DC/PA dated 14-01-2021.

■EMPLOYMENT CHRONICLE (In 2nd phase working on following roles)

(B) WATER AND SANITATION SERVICES COMPANY (WSSC) D.I.KHAN, GOVERNMENT OWNED CORPORATE BODY
As General Manager HR, Admin, Operation and Procurement, PS to CEO, Chief Financial Officer, RCCO and
Media Manager • Jan 01,2016 to 31st March 2021

Designed and roll out the financial management systems to ensure regular financial data collection, quality assurance, and reporting, also delivered complete analytical support to Chief Executive Officer to run WSSC D.I.Khan office operations smoothly.

Key Accomplishments:

- CEO assigned the acting charge of CEO multiple times to operate all administrative and operational affairs of Organization
- Worker with Chief Secretary Team named as SSU (Strategic Support Unit) on WSSC D.I.Khan 22 months Financial Analysis and Performance Analysis.
- In the capacity of GM HR Admin and Procurement, CFO Finance, attended multiple meetings with the Planning Section of LGE&RDD regarding issuance of releases.
- In the capacity of CFO, attended multiple times meeting with the Budget Section of Finance Department KPK regarding issuance of budget copy of releases.
- On behalf of WSSC D.I.Khan, in the capacity of CFO attended the office of Accountant General of Pakistan multiple times regarding collection of Cheques released by finance department KPK.
- Attend meeting with Khyber Pakhtunkhwa Regulatory Authority under the chairman ship of Section Officer General.
- Attend meeting with Khyber Pakhtunkhwa Revenue Authority under the chairman ship of Assistant Controller with Holding.

- Management of the meetings held in the office of WSSC D.I.Khan.
- Attend different meetings with Army Officials on behalf of WSSC D.I.Khan regarding Cleanliness Issues.
- Attend different court cases in Peshawar High Court Bench D.I.Khan as well as Environmental Tribunal Bench Peshawar.
- Prepare different presentations for WSSC D.I.Khan.
- Develop the Website for WSSC D.I.Khan.
- Manage the Media Cell of WSSC D.I.Khan
- Handling the Accounts Matter of WSSC D.I.Khan.
- Prepare the Budget of WSSC D.I.Khan for year 2017-18, 2018-19 and 2019-20
- Develop the PC-1 of WSSC D.I.Khan for year 2018-19.
- Proposed the Schemes on behalf of WSSC D.I.Khan for ADP-2019-20 & 2020-21 and submitted to planning officer of LGE&RDD Peshawar.
- Data Management
- Play a keen role in Communication with supervisory field staff, Securities and Exchange Commission of Pakistan, Audit Consultancy firm
- Receiver of office letters on daily basis and presented to concerned officials.
- Compose dictations given by Chairman WSSC D.I.Khan & CEO WSSC D.I.Khan.
- Dispatch the Office letters on daily basis.
- Play an effective role in three months cleanliness competition 30th March, 2017 to 30th June, 2017 held by Performance Management and Reforms Unit Government of KPK LGE &RDD
- Managing the Complaint Cell
- Attend Meet up session with Civil Societies, NGOs, student organization and welfare organization
- Management and implementation of the eye sensor based attendance system.
- Attend multiple meetings with supervisory staff.
- Presenter from WSSC D.I.Khan for reconciliation committee among WSSCs and TMAs chair by Deputy Director Finance and Chief Planning Officer for FY 2017-18,2018-19.
- Play a leading role in multiple awareness sessions conducted in schools, colleges, universities as well as on Web TV like Ehadnama TV, Damaan TV and Radio Pakistan
- Worked as Focal Person of WSSC D.I.Khan regarding record submission in order to conduction of external audit of three years (2017-18, 2018-19, and 2019-20).

- Developed the Plan on Urban Flooding/Moon Soon for WSSC D.I.Khan 2020
- Developed the Eid Ul Adha Cleanliness Plan for WSSC D.I.Khan 2020.
- Made WSSC DIKhan Registration with Khyber Pakhtankhwa Revenue Authority.
- Attend 1st ,3rd, and 4th CEOs Conference on Behalf of WSSC DIKhan with Secretary LGE&RDD.
- Develop multiple reports regarding Covid-19 on behalf of WSSC DIKhan and effectively managed the DRS DATA REPORTING SOFTWARE for uploading activities regarding COVID-19.
- Present the presentation regarding Current Budget and Human Resources Management 2020-21 in front of Minister LGE&RDD on 22/10/2020 .
- Several Time made strong liaison with Director South, Directorate of Environmental Protection Agency, Govt of Khyber Pakhtunkhwa, DIKhan.
- Lead the Musharria on Iqbal Day 2020, Celebrated by WSSC DIKhan on 9th Nov 2020, as a Stage Secretary.
- Act as Focal Person for World Water Day 2021 on 22nd March vide this office Letter No.212/WSSC/DIK dated 19-03-2021 & Write down the concept note of this occasion and also write down the press release for English news paper Daily times the voice of the time.
- Act as Focal Person for At source Deduction vide this office Letter No.494/WSSC/DIK dated 11-12-2020.
- Defend WSSC DIKhan as a representative in front of Environmental Protection Tribunal , Peshawar is court case vide this office Letter No.494/WSSC/DIK dated 11-12-2020.
- Attended the meeting Several Times as focal person of Departmental Progress Review Committee meeting in Court Cases at LGE&RDD Peshawar under the chairman ship of Section Officer Litigation LGE&RDD.
- Attended the meeting Several Times as focal person of Technical Committee for Ban on Import of Plastic at LGE&RDD Peshawar under the chairman ship of Section Officer General LGE&RDD.
- Attended the meeting Several Times as focal person of Progress Review Meeting of ADP 2020-21 at LGE&RDD Peshawar under the chairman ship of Secretary LGE&RDD and Consultant PDA.

- Member of the Industrial Advisory Board of Qurtuba University on behalf of WSSC DIKhan since march 9th 2021.
- Prepare and Submitted the Form 28, Form 29, Statement of Compliance and Financial Statement with mutual consent of consultant in front of SECP for FY 2019-20.
- Prepare and submitted the budget for FY 2020-21 to Section Officer Budget LGE&RDD.
- Attended the 5th CEOs Conference on behalf of WSSC DIKhan under the Chairmanship of Secretary LGE&RDD vide this office Letter No.718/WSSC/DIK dated 26-12-2018.
- Nominated as Focal Person on behalf of WSSC DIKhan for processing the 3rd Quarter Release from finance department vide this office letter no.105/WSSC/DIK dated 12-02-2021.
- Presented WSSC DIKhan in front of Secretary Local Govt & Secretary Labor regarding meeting of Man Power Committee on Defence and Planning on 9th January 2021.
- Presented WSSC DIKhan in front of Special Secretary Development LGE&RDD & Section Officer General LGE&RDD regarding meeting on TORs of Restructuring and bifurcating of Govt department and Duplication of services on 24th December 2020.
- Act as a focal Person for processing of name submission upto final selection of 2nd BODs, WSSC DIKhan .

KEY RECOGNITIONS AND CERTIFIED ACHIEVEMENTS

- ✚ Received certificate duly signed by **Secretary Finance Govt of KP & Additional Registrar of Companies, SECP** as a reward to attend workshop on public sector corporate governance in Khyber Pakhtunkhwa as well as to attend session Public Sector companies (Corporate Governance) Rules, 2013 by SECP & Corporate Governance Regulation and Compliance Unit, Finance Department, Govt of KP 2018.
- ✚ Received Commendation Certificate from **Deputy Commissioner D.I.Khan** as a reward of outstanding performance regarding generous clerical contribution in Municipal Services 2019.
- ✚ Receive Appreciation Certificate from **Chief Executive Officer , WSSC D.I.Khan** as reward of highly esteemed contributions in 2018 three month cleanliness competition between TMAs, WSSCs and LAAs KPK by PMRU KP **in the capacity of Personal Sec to CEO,**

- ✚ Receive Appreciation Certificate from **Chief Executive Officer, WSSC D.I.Khan** as reward of best performance in Eid Ul Azha 2018 cleanliness campaign **in the capacity of RCCO**.
- ✚ Awarded Best Focal Person Certificate during **Clean Green Pakistan Movement** by WSSC DIKhan in 2019.
- ✚ Received **Appreciation Certificate** from Supervisor WSSC as a reward of **outstanding performance in the capacity of General Manager HR, Admin & Procurement** in FY2019.
- ✚ Received Appreciation certificate from Superintendent WSSC as a reward of **Outstanding Performance in the capacity of General Manager HR, Admin & Procurement** in FY 2019.
- ✚ Received Appreciation Certificate and Shield conferred from **Commissioner DIKhan Division DIKhan** for extra ordinary dedication and professionalism during the peaceful and commendable conduct of Muharram Ul Haram 2019
- ✚ Received Certificate of Appreciation 2019 from CEO WSSC DIKhan for **Best Performance** regarding best **Focal Person of Pakistan Citizen Portal Dashboard** of WSSC DIKhan.
- ✚ Received Certificate of Appreciation and Shield Award 2019 from CEO WSSC DIKhan for **Best Performance** regarding **Best Administration Affairs** of WSSC DIKhan.
- ✚ Attend one day **Knowledge Dissemination Workshop** under *KPK Water Governance Program* on 2nd December, 2019 organized by **Swiss Agency for Development and Corporation**.
- ✚ Received an Appreciation Certificate from CEO WSSC DIKhan regarding *Excellence Contribution Efforts In Eid Ul Adha 2020 Cleanliness Campaign*.
- ✚ Received an Appreciation Certificate from **FEDERAL MINISTER FOR KASHMIR AFFAIRS AND GILGIT BALTISTAN (NA-38)** regarding **OUTSTANDING PERFORMANCE** in Eid Ul Adha 2020 cleanliness campaign.
- ✚ Received Letter of appreciation from **COMMISSIONER DIKHAN, DIVISION DIKHAN** regarding fulfilling of Effectively official responsibilities during Mouharam 2020
- ✚ Received **Certificate of Excellence from EX Teshil Member UC 5** and Motwali Imam Bargah regarding *Excellent Provision and Management Of Services* during Mouharam 2020.
- ✚ Received Certificate Of Excellence from **DPO DIKHAN** in reward of **INTELLIGENT PLANNING AND EFFECTIVE DEVELOPMENT OF MUNICIPAL SERVICES** during Mouharam 2020.
- ✚ Received Certificate of Outstanding Performance from **PRESIDENT HIGH COURT BAR DIKHAN** in reward of best **MUNICIPAL SERVICES** during Eid ul Azha 2020.
- ✚ Received Certificate of Achievement in reward of Excellent cleanliness services during Mouaram 2020 by **PRESIDENT ANJUMAN E MOTWALIAAN DIKHAN**
- ✚ Received Certificate of Appreciation in recognition of outstanding performance during Eid ul Azha 2020 and Mouharram Ul Ahraam 2020 from **PRESIDENT DISTRICT BAR DIKHAN**
- ✚ Received Certificate of Appreciation in recognition of excellent performance during Mouahrram 2020 from **CITY MPA DIKHAN PK-97**.

- Received an Appreciation certificate from **DEPUTY COMMISSIONER DIKHAN** as a reward of Tremendous and Dedication Services in response to Covid-19.
- Received an Appreciation certificate from **Provincial Minister of Khyber Pakhtunkhwa, LGE&RDD** as a reward of Meritorious & Excellence Provision of Municipal Services during Urban Flooding 2020, Eid ul Adha 2020 & Muharram Ul Haram 2020.
- Got the Financial Reward from Chairman BODs,WSSC DIKhan vide his letter No.156/WSSC/DIK dated 26-02-2021.

KEY TRAINING, CERTIFICATION & SHIELD AWARD

- Attend Right to Public to Public Service Commission Training session by **District Monitoring Officer RIGHT TO SERVICE COMMISSION** DIKhan.
- Attend Two Days Innovative IT Cop Techie Tops Workshop in WSSC Abbottabad at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019.
- Attend Training Session on Corruption and Fraud Awareness by **National Accountability Bureau (NAB) KPK** in FY 2019.
- Attend Two Days Operation Manager Cop Workshop in WSSC SAWAT at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019.
- Received Certificate of Appreciation from Tehsil Nazim DIKhan for presenting stall on the behalf of WSSC DIKhan in **Jashn e Bharaa Meela Aspaaan 2019.**
- Attend World Water Day Seminar organized by Local Government office and WSSP in FY 2019.
- Attend all WSSCs Media COP at WSSC Kohat at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019.
- Attend all WSSCs Procurement Cop Workshop in WSSC SAWAT at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019.
- Attend all WSSCs CLC (Citizen Liaison Cell) Cop Workshop in WSSC Bannu at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019.
- Attend all WSSCs HR (Human Resource) Cop Workshop in WSSC Mardan at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019.
- Attend all WSSCs Civic Cop Workshop in WSSC Peshawar at the platform of **Association of Water and Sanitation Services Companies (AWSC)** with the support of **Swiss Development Corporation SDC** in FY 2019

- ✚ Attend **PMER Workshop** (*Planning, Monitoring & Evaluation*) in *WSSC Mardan* in FY 2018.
- ✚ Attend **Workshop on Business Plan and Annual Operation Plan** *of WSSCs & WSSCM* on 23rd December, 2019 at PC Peshawar.
- ✚ Attend two weeks training courses regarding '*Functions, Powers, Responsibilities of DDOs & Accountability in Financial Matters for Officers of Khyber Pakhtankhwa*', organized by LGE&RDD from 06-01-2020 to 17-01-2020.
- ✚ Attended **Online Training** regarding The Clean Green Pakistan Index CGPI cities Ranking by Ministry of Climate Change on 4th June 2020.
- ✚ Attended **ONLINE CYBER SECURITY TRAINING** organized by *KPITB* on 25th June 2020.
- ✚ *Attended Awareness/ Capacity Building Webinars and Training* for LLAs, District Administration and Local Bodies on 12th and 19th August and 26th and 27th August.
- ✚ Also worked as **Trainer conducted by WSSC DIKhan regarding usage methodology of DATA REPORTING SOFTWARE** held on 13-05-2020
- ✚ Received Training Completion Certificate along with Shield on obtaining 1st Position in course titled (*Project Appraisal and Risk Management*) From *Director General Pakistan Planning and Management Institute*, held in Islamabad from 22nd to 25th September 2020.
- ✚ Received Training Completion Certificate along with Shield on obtaining 1st Position in course titled (*Development of Key Performance Indicators*) From *Director General Pakistan Planning and Management Institute*, held in Islamabad from 28th to 30th September 2020.
- ✚ *Attended the Online Training Session* held on 14th December 2020, conducted by *African Asian Rural Development Organization India and Akhtar Hameed Khan National Centre for Rural Development Organization Islamabad* on Woman Empowerment through Participatory Approaches in Rural Development.
- ✚ *Attended the Online Training Session*, conducted by *African Asian Rural Development Organization India and Akhtar Hameed Khan National Centre for Rural Development Organization Islamabad* on Woman Empowerment through Information and Communication Technologies and GEO Information's in Rural Development.
- ✚ *Attended the Online Training Session* held on 15th December 2020, conducted by *African Asian Rural Development Organization India and Akhtar Hameed Khan National Centre for Rural Development Organization Islamabad* on Agriculture Mechanization The Korean Experiences
- ✚ *Attended the Training Session* held on 16th -20th November 2020, conducted by *Akhtar Hameed Khan National Centre for Rural Development Organization Islamabad* on Pandemics Preparedness and Mitigation Measures
- ✚ *Attended the Management Development Program on Skills in Administration* held under the supervision of Pakistan Institute of Management , Ministry of Industries and Production Govt of Pakistan Lahore

- ✚ Attended the Collaborative International Online Training Program held on 18th December 2020, conducted by Akhtar Hameed Khan National Centre for Rural Development Organization Islamabad on Risk Reduction and Management.
- ✚ Awarded the Training Completion Certificate for accomplishment of training modules “Women Empowerment Through Entrepreneurship” held on 18th March 2021, conducted by Government of Pakistan Establishment Division, Pakistan Academy for Rural Development University Town Peshawar.
- ✚ Awarded the Training Completion Certificate for accomplishment of training modules “Income Generation Opportunities for Rural Youth” held on 29th -31th March 2021, conducted by Government of Pakistan Establishment Division, Pakistan Academy for Rural Development University Town Peshawar.
- ✚ Awarded the Training Completion Certificate for accomplishment of training modules “Budget Preparation and Implementation in Public Sector ” held on 15th March 2021, conducted by Government of Pakistan, Pakistan Man Power Institute , Ministry of Federal Education & Professional Training, Islamabad.
- ✚ Attended the Training Course on Social Accountability for Empowerment of Local Community on 16th March 2021 to 17th March at AKH National Center for Rural Development , Islamabad
- ✚ Attended the Training Course on Solid Waste Management for Sustainable Development on 19th March 2021 at AKH National Center for Rural Development , Islamabad.
- ✚ Awarded Training Certificate in the capacity of GM Admin and Operation regarding completion of training course on “Socio Economic Empowerment of Women Issues and Way Forward” held on 16th December 2020 from Government of Khyber Pakhtunkhwa, Establishment Division, Akhtar Hameed Khan National Center for Rural Development Islamabad.
- ✚ Awarded Training Certificate in the capacity of GM Admin and Operation regarding accomplishment of training module on “Appraisal Process for Selection of Community Infrastructure Project” on 22nd December 2020 from Government of Pakistan, Establishment Division, Pakistan Academy for Rural Development University Town Peshawar.
- ✚ Attended the Online Training Session held on 16th December 2020, conducted by African Asian Rural Development Organization India and Akhtar Hameed Khan National Centre for Rural Development Organization Islamabad on Disaster Risk Reduction and Management.
- ✚ Attended the Online Training Session on 17th December 2020 regarding “Public Procurement Law & Rules” held by Staff Training Institute, Establishment & Administration Department, Govt of Khyber Pakhtunkhwa.

NOTIFIED MEMBER OF COMMITTEES

- ✚ Notified Member of Human Resources and Admin Committee vide letter No.161/WSSC/DIK
- ✚ Focal Person of Pakistan Citizen Portal nominated by Deputy Commissioner Office DIKhan in FY 2018.

- ✚ Member of the Special Committee comprises for 10 days sanitation cleanliness operation vide letter No.46/WSSC/DIK dated 23-01-2021
- ✚ Received the **Power of Guzzated Officer** vide Govt of Pakistan Cabinet Secretariat Establishment Division.

Internship in State Bank of Pakistan (Banking Service Co D.I.Khan) • **July 2,2014** – August 13,2014

Key Accomplishments:

- ✚ Assisted supervisor in financial documentation
- ✚ Assisted in financial reporting

■PRIOR EXPERIENCE

- ✚ 6 Months Part time worked as Visiting Faculty in Qurtuba University DIKhan Oct 2018 to March 2019.
- ✚ 6 Months part time worked experience as a **Senior Analyst (Columnist) & Press Reporter** for Daily News Paper Sangam from 1/09/2014 to 1/03/2015.
- ✚ 1 year worked as a **Lance Reporter** in 2008 for Daily News Paper Sdai-e-Haq.
- ✚ Worked as Admin Officer of Bolan College of Commerce and Polytechnic Institute Pharpur.
- ✚ Worked as Chairman Board of Directors of Mission Education Complex D.I.Khan.
- ✚ Written more than 350 articles in Urdu for Daily News Paper Sadai e Haq, Aitadal, Sangam, Darpan, Pashtoon e Milat, Sarhad Times, Turfa, Touqeer and Meezan e Adal.
- ✚ Selected by Deputy Commissioner Office D.I.Khan vide letter No.2098/DC/PMYTS under Prime Minister Youth Training Scheme Phase-1 and received completion certificate by Prime Minister Islamic Republic Of Pakistan

■General Academic Achievements

- Received Participation Certificate in 2017 International Essay Contest for Young People held by Goi Peace Foundation Japan.
- Receive large number of Verification Certificates & Appraisal Certificates from different institutions on the book by “Ilme Yaqeen Sy Ain-UI-Yaqeen Tk” which was written by me.
- Qurtuba University Science and Information Technology D.I.Khan mention the appreciation comments at page no 27 in Annual Report 2012-2014 as a reward of Presenting the book.
- Received Award & Certificate of 4th Position Holder in Add Making & Social Entrepreneurship Challenge from Qurtuba University DIKhan.
- Received First Position Holder Award & Certificate of KPK in Diploma of Information and Technology examination.
- Received Winner Certificate & Award of 10th Position in 17th All Pakistan Inter-University Declamation Contest by Higher Education Commission
- Received Out Standing Performance Award from Professor Computer Institute DIKhan.

- Received member of Winner Team and Participation Certificate from Qurtuba University DIKhan in Inter Class Supports Tournament.
- Received Winner of Speed Marketing Competition Certificate from Qurtuba University DIKhan. Received 2nd Position Holder Award & Certificate of Debate Competition held in Minhaj Model School.
- Received 3rd Position Holder Certificate of Naat Competition held in Govt High School Kotla Lodheiaan.
- Received Topper of Debate Competition Certificate held in Govt High school Kot jai.
- Received Outstanding Performance Award & Certificate of Best Debater from Govt Degree collage Paharpur.
- Received Outstanding Performance Award & Certificate of 5th Position Holder of Debate Competition in the event of Carpe Diem Maj® Amin Ullah Khan Gandapur Declamation Contest.




■Additional Experiences




- Work as a General Secretary for QLS (Qurtubian Literary society).
- Work as a Volunteer for DDS (Derain's Debating Society).
- Give Live Interview to Radio Pakistan D.I.Khan & received certificate of prize.
- Work as a 2nd warden of Hostel of Qurtuba School, Collage & University
- Work as a Qurtubian Ambassador for Derain's Debating Society (DDS)
- Work as a Media Sec & Volunteer for BCF (Biz Com Fiesta)
- Team work on the project report of "Strategic plan of Gomal University"
- Team work on the project of "Total Quality Management On DE-HILTON HOTEL"
- Served with Minhaj Welfare Foundation
- Served with Minhaj free Eye Camp
- Work as an agent for Tehsil member in cantonment Board election 2015

■Publications

- ❖ M.Phil research title: Impact of Leverage on firm profitability , A case of Oil & Gas exploration Sector of Pakistan.
- ❖ PhD research title: Impact of Solid Waste Management on Sustainable Development with mediating role of Environmental Factors and Digitalization, A case of Water & Sanitation Services Companies in KPK (in process).
- ❖ Author of Two Books, Ilm e Yaqeen sy Ain ul Yaqeen Tak & Khazan e a maloomat o Quran o Ahdees
- ❖ More than 200 articles published in daily news paper Sada e Haq, Aitdal, Sangam, Sarhad Times, Turfa, Misl e Khyber, Meezn e Adal, Darpan, Pashtoon e Melat and daily news paper Thereek

■FIELD OF INTEREST

-  Management
-  Finance & Accounting
-  Generalism

-  Research
-  Report Writing
-  Media Management

Undertaking:

I hereby certify that all the information given in this CV is absolutely true. Any information found false will be treated as breach of trust.