

**Details**

**Nationality:** Pakistani **Telephone:** +923003764790

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**Date of Birth:** 12-April-1990 **Email:**

**Language:** English, Urdu, musawar5692@gmail.com

Punjabi & Hindko

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| Address | Village Kayian Shareef P.O. Kundal shahi Tehsil Athmuqam District Neelum, AJK |

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| **Musawar Iqbal** |  |  |  |  |  |

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| **Career Objectives** |
| |  | | --- | | Seeking employment in a dynamic organization that provides a challenging opportunity to combine exceptional interpersonal, analytical, presentation and computer skills. | |

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| **Education** |
| |  | | --- | | * **2016: B.Com A.I.O.U. Islamabad** * Economics * Accounting * Business Math * **2009 : I.Com BISE Mirpur AJK** * Economics * Accounting * Business Math * **2006: SSC BISE Mirpur AJK** | |

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| **Computer Skills** |
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| **Training and Courses:** |
| |  | | --- | | 5 days training attended on Harm Reduction and HIV/AIDS from **NAI**  **ZINDAGI TRUST Islamabad.**  3 days training attended on Harm Reduction and HIV/AIDS from **NAI**  **ZINDAGI TRUST Multan.**  4 months computer training **BISP CENTER** Kundal Shahi Neelum AJK | |
| **EMPLOYMENT HISTORY** |
| |  | | --- | | * **Zafar Securities P.V.T Ltd LSE Lahore (Jan 2011 to Feb 2012)**   Assistant Accountant   * **Forest Department District Neelum AJK (April,2012 to Feb 2014)**   In-charge Working Plan   * **Nai Zindagi Trust Okara (March 2014 to April 2015)**   Field Supervisor  1.Responsible for internal monitoring and daily supervision of project related  Activities.  2. Conduct field visits according to specified time schedule and submit daily field  Visit report.  3. Engage with clients present or visiting the spots and record client feedback  About the efficacy of service delivery.  4. Suggest outreach workers spots shuffling to the site manager based on regular  Monitoring/observations.  5. Identify problems in service delivery and recommend measures for improved  Operations in the field.  6. Maintain liaison with local communities to develop referral linkages and involve  Other stakeholders.  7. Ensure that data is reviewed for quality assurance, consistency, duplication and  prompt entry on regular basis  8. Report any administrative problems to the site manager, identified during the  Field visits.  9. Report deficiency and quality related problems pertaining to supplies to Site  Manager.  10. Ensure effective utilization of project assets/commodities provided to ORWs to avoid misuse of the resources.   * **Rutgers Pakistan COPC+ Jhelum (16 Dec 2016 to 31 March 2017)**   Field Supervisor  1.Responsible for internal monitoring and daily supervision of project related  Activities.  2. Conduct field visits according to specified time schedule and submit daily field visit report.  3. Engage with clients present or visiting the spots and record client feedback  About the efficacy of service delivery.  4. Suggest outreach workers spots shuffling to the site manager based on regular  Monitoring/observations.  5. Identify problems in service delivery and recommend measures for improved  Operations in the field.  6. Maintain liaison with local communities to develop referral linkages and involve  Other stakeholders.  7. Ensure that data is reviewed for quality assurance, consistency, duplication and  prompt entry on regular basis  8. Report any administrative problems to the site manager, identified during the  Field visits.  9. Report deficiency and quality related problems pertaining to supplies to Site  Manager.  10. Ensure effective utilization of project assets/commodities provided to ORWs to avoid misuse of the resources.   * **Nai Zindagi Trust COPC+ Jhelum (1 April 2017 to 24 Oct 2017)** * Field Supervisor   1.Responsible for internal monitoring and daily supervision of project related Activities.  2. Conduct field visits according to specified time schedule and submit daily field Visit report.  3. Engage with clients present or visiting the spots and record client feedback  About the efficacy of service delivery.  4.Suggest outreach workers spots shuffling to the site manager based on regular Monitoring/observations.  5. Identify problems in service delivery and recommend measures for improved Operations in the field.  6. Maintain liaison with local communities to develop referral linkages and involve Other stakeholders.  7. Ensure that data is reviewed for quality assurance, consistency, duplication and  prompt entry on regular basis  8. Report any administrative problems to the site manager, identified during the Field visits.  9. Report deficiency and quality related problems pertaining to supplies to Site Manager  10. Ensure effective utilization of project assets/commodities provided to ORWs to avoid misuse of the resources.  **Provincial Disaster Management Authority Jhelum (10 Nov 2017 to 10 Oct 2018 )**  Field Surveyor   1. Household socioeconomic survey of flood prone Areas of District Jhelum   **Garden Town Housing society Jhelum (1st Jan 2019 to 31st March 2021)**   * **Admin Officer**  1. Maintaining accurate waiting lists and other records and material relating to the allocation of tenancies. 2. Responding to correspondence, emails and telephone queries from tenants and applicants for housing. 3. Liaising with local authority housing departments, Choice Based Lettings teams, Education Authorities and other agencies to facilitate the letting of properties. 4. Carrying out home visits and void viewings as required. 5. Ensuring appropriate publicity material is available for promotion. 6. Maintaining monitoring records for completion of Support Plans and provide updates to the Housing Management Team. 7. Maintaining Complaints Records and facilitate compilation of reports.   **Khayaban e Zafar Housing society Lahore (1st April 2021 to 31st March 2022)**    Chief Security Officer | |  | |  | |
| **References:** |
| |  |  | | --- | --- | |  | Available upon request. | |