

About me

Self-made and motivated individual, with a proven track record of commended performance. Possess the ability to work efficiently & effectively, with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality.



My purpose

To be dedicated professional and seek to work in a vibrant multicultural & multilingual environment on a leadership position for personal and professional growth. Furthermore contribute to the society at large through quality results and outcomes.



Work Experience

March 2005 – Present

1) Secretary 2) Secretary/Admin Officer 3) Administrative Officer/HR focal Point

Managed broad range administrative activities of following projects' for over a decade at IUCN;

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|--|--------------------------------|
| 1. Mountain Area Conservancy Project | March 2005 – December 2006 |
| 2. Pakistan Environment Program | March 2005 – January 2007 |
| 3. Environmental Fiscal Reforms | February 2007 – April 2010 |
| 4. Extension Services Management Academy | September 2007 – December 2009 |
| 5. National Impact Assessment Program | February 2010 – May 2014 |
| 6. Pakistan Sustainable Transport Project | November 2013 – Ongoing |
| 7. Mountain & Markets | June 2014 – Ongoing |
| 8. Pakistan Centers for Advanced Studies in Energy (PCASE) | December 2014 – Ongoing |

I work through following core competencies;

- Office Management:** Manage office operations and processes through close coordination with projects' staff, include recurring demand and supply of services, review and approve stock requisitions, carryout maintenance of IT and other assets, update and track of assets' inventory & insurance, ensure security, integrity and confidentiality of data. Implement procedural and policy changes to improve operational efficiency, coach, mentor and discipline office staff.
- Procurement Management:** Identify potential suppliers/vendors and ascertain conditions of purchase and quotations. Coordinate and ensure internal procedures are followed in all major procurement for office and projects.
- Event Management:** Apart from day to day event management, I have also organized several international high profile conferences, some of which also comprised over 300 international delegates.
- Travel and Logistics Management:** Ascertain potential travel consultants to arrange national & international travel, lodging and boarding. Ensure cost effective and prime services. Manage IUCN

Islamabad office based fleet, prioritize incoming requests. Maintain vehicles in ultimate operating condition. Proactively facilitate staff to ensure projects' activity deadlines are met with quality outcomes. Experienced in office relocation & setting up new offices in short deadlines.

5. **HR Functions:** Assist the central HR on recruitment, placement and orientation. Explain HR policies and procedure to new team members through orientation and regular correspondence and feedback. Advise HR unit on talent management, training & development and retention.
6. **Interpersonal Communications:** Proven and commended interpersonal relationships with all departments of the organization to ensure that services are provided in an efficient and timely manner.
7. **Organizational Skills:** I use prioritization, time management, detail orientation and planning skills for optimum results.

International Exposure

Worked as screen and signage coordinator during IUCN World Conservation Congress 2012 Jeju – S. Korea September 4 – 18, 2012

Achievements / Leadership Roles

1. Lead Organizer
 - a) Regional Conference "Climate Change: Challenges and Opportunities for South Asia." 13-14 January, 2009
 - b) South Asia Conference on Environmental Justice, March 24-25 2012 (Bhurban Declaration)
 - c) South Asian Environmental Assessment Conference (SAEAC13) December 2 -6, 2013
2. Worked for Radio Pakistan
 - a) Compiled and presented Islamic history – 3 months
 - b) Interviewed students facing educational issues – 3 months
 - c) Assist to kick start FM special channel in 1993
3. Participated and won PTV sports quiz show
4. Class Representative MHRM (Create & moderate google group to facilitate students and lecturers for better access to course).
5. Scored 8 A- grades out of 11 subjects in MHRM course.
6. Won various awards at Toastmaster club Islamabad
7. Scored top grades in Metric exams, interview published in leading newspaper
8. Class Monitor from grade 1 to 10 (conduct classes in absence of teachers)

Education

2011 – 2012

MHRM (Master in Human Resources Management)

SZABIST Islamabad – GPA 3.45

2003-2004

Certified Human Resources Professional

NUST/ PIQC Institute of Quality – A Grade

Trainings:

1. Human Resources training on ERP module South Korea September 18 – 19, 2015
2. Supervisory Skills at Management Development Institute
3. Effective Writing Skills at Management Development Institute
4. People Management and Situational Leadership at Narejo Human Resources
5. Groom Yourself for Success at STEP
6. Effective Letter & Memo writing at British Council
7. Effective problem solving skills at Preston University
8. Performance Management at The learning organization
9. The Power of Motivation, Positive attitude and Effective Communications at Institute of Bankers of Pakistan

MHRM Course Projects

1. Book Review – Bad Apples
2. Study of HR Practices at IUCN
3. Developed HR Manual
4. Training Need Assessment at Zong

Computer Skills:

MS Office (Word, Excel, PowerPoint, Outlook), ERP, web based applications

Countries Visited:

1. United Kingdom
2. Saudi Arabia
3. South Korea
4. United Arab Emirates

Professional Membership:

Toastmasters International
(www.toastmaster.org)