

JAMAL IMTIAZ

Owner

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Summary

Results-driven professional with a solid background in sustainable agriculture and dairy farming, complemented by substantial administrative experience in education. Demonstrates a strong aptitude for driving growth and efficiency within organizations through strategic planning and innovative solutions. Possesses exceptional analytical abilities and a strategic mindset, enabling effective problem-solving and decision-making. Adept at building and maintaining productive relationships with a diverse range of stakeholders, ensuring successful collaboration and teamwork across both academic and professional environments.

Experience

Balakot Hydro Power Project, Ghulam Rasool Constructions Company Balakot
Site Supervisor 10/2023 - 07/2024

- Maintained detailed records of site activities and progress, facilitating effective communication between project management and on-ground teams.
- Coordinated with engineers, contractors, and laborers to manage resources and address challenges on-site, leading to successful project milestones.

Dairy farming and Agriculture Owner, Havelian
Owner 03/2020 - 10/2023

- Spearheaded sustainable farming practices, optimizing resource use and enhancing production efficiency.
- Managed daily operations of a thriving dairy farm, including herd management, milk production, and supply chain logistics.
- Implemented innovative strategies to increase profitability while maintaining high standards of animal welfare and environmental responsibility.

Frontier Public School Havelian Havelian Village
Administrative Assistant 01/2015 - 01/2017

- Facilitated a positive and efficient learning environment, supporting both students and staff in achieving educational goals.
- Leveraged strong organizational skills to manage school administrative tasks, ensuring smooth daily operations.
- Developed and maintained efficient filing systems, improving document accessibility and reducing retrieval times.

Education

University of Peshawar Peshawar
Masters of Arts in Anthropology 01/2019 - 01/2021

- Conducted in-depth fieldwork and data analysis, gaining insights into the complexities of human societies.
- Engaged in critical thinking and research, contributing to a deeper understanding of cultural dynamics and social structures.

Abbottabad University of Science and Technology Havelian
Bachelors of Arts in Political Science 01/2017 - 01/2019

University of Peshawar Haripur
Diploma of Associate Engineer in Electrical Technology 01/2011 - 01/2013

Training / Courses

Spoken English language Course — National Institute of Modern Languages Abbottabad December 2012 - March 2013

Dipoloma in Office Automation — National Institute of Modern Languages Abbottabad December 2012 - March 2013

Skills

Organizational and Time Management • Administrative Support • Data Analysis and Research • Cross-Cultural Communication • English • Sustainable Agriculture Practices • Dairy Farm Management • Herd and Milk Production Oversight • Project Management

References

Will be provided on Demand