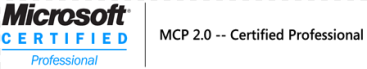
# **CURRICULUM VITAE**



Name: Kashif Naseer Qureshi

Age: 32 Years

Nationality: Pakistani

Domicile Kohat

Driving License: Pakistan

Present Address: Ahmed Nagar Banda Pindi Road Kohat

Pakistan.

Cell No: 0343-9245565

Email: kashifnq@gmail.com/kashifnq@yahoo.com

**Academic and Professional Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Certificate** | Institute | Marks | **Year of Passing** | **Board/University** |
| MBA-Exec (HR) (Continue) | Virtual University Pakistan | - | - | VU-Pkistan |
| MS-Information Technology  (Networking) | Institute of Management  Sciences Peshawar | 3.17 CGPA | 2010 | HEC Pakistan |
| Master’s in Computer Science  (MCS) | University of Balochistan | 69.17% | 2003 | Balochistan University Pakistan |
| BSC ( Chemistry, Geology, Geography) | Government Science College Quetta | 389/800 | 1999 | Balochistan University Pakistan |
| 6 Months Advance Diploma In Information Technology from PEARL Quetta | | | | |
| 6 Months of Cisco Academy Diploma in CCNA | | | | |
| MCSE (Microsoft Certified) | | | | |
| PMP Training by PMI Lahore. | | | | |
| **Trainings and Seminars** | | | | |
| Two weeks management training from Department of Information Technology Peshawar | | | | |
| 2 Days Seminar in Pakturk International Peshawar | | | | |
| The education resource information centre (ERIC) sponsor by IES of the U.S. | | | | |
| Mass awareness and advocacy campaign on rights & responsibilities through framing and publicizing issues or relevant MDGs by UNDP,SDC EIROP, 18-19 sep 2009. | | | | |
| Social accountability training by IRC. | | | | |
| PMP training by PMI Lahore | | | | |

**Technical Publications & Skills**

1. Wrote Survey Paper on RFID in IM-Sciences Peshawar. Excellent IT Skills in office applications, programming and networking.
2. Networking and Wireless experience in previous and current organization.

**Objectives**

Work for organization where I can enhance my capabilities and skills in field of Information Technology, RDBMS,and human resource Management.

**Experience:**

**Current Organization**

Organization: **MEIRMAN WOMEN’S DEVELOPMENT CENTRE KOHAT**

Position: **Project Director**

Reporting to: **President**

Duration: July 2008 Onward

**Project Manager since 2008 to till date**

“Women Empowerment Concerns and Working Conditions” by ILO (International Labour Organization) in Meirman Kohat.

* Working on the one-year project as a project manager by ILO.
* Working as a resource person and Master trainer for Management and mobilization trainings.
* Responsible for, planning, controlling, designing and reporting.

**Project Coordinator Sep 2008 –July 2009**

IDRC Research Project on “Gender Power Relations and Decentralization of Rights in South Asia”

Responsibilities:

* To Coordinate, Monitor, and report all the research activities in district Kohat.
* Developed and shared political profile (all related information from reliable/verifiable sources) of the district.
* Managing and recording all the interviews of target groups women councilors, nazims and all political figures.
* Monitoring, evaluation and reporting.

**Project Manager IP since 2010 to till date**

Rehabilitation of health sector by CESSD (Communication for effective social services delivery)

* Working on the two-year project as a project manager of IP by CESSD.
* Responsible for, planning, controlling, designing and reporting.
* Control and provide management resources to SSOs for field.

**Project Manager IP since 2010 to till date**

Proffesional development by Zari Sarfaraz trust.

* Working on the project as a project manager by Zari Sarfaraz Trust.
* Working as a resource person and Master trainer for Management and IT trainings.
* Responsible for, planning, controlling, designing and reporting.

**Management**

**Project Director since 1st August 2008 to till date.**

“Meirman Women’s Development Centre Kohat”.

* Working as a project director in Meirman Women’s Dev. Centre Kohat, managing and implementing the various projects including vocational & IT trainings.
* Project management trainings, Community mobilization and other skills and human resource management trainings.
* Daily interaction with district govt and social welfare officer.
* Planning, controlling, organizing and staffing “Meirman business education project” and “Meirman education program” for street & drop-out students and controlling networks of the computer labs.

**Project Director** Date of appointment 1st March 2009 to 30th April 2010

Ending Violence against Women Project by DFID(GEP Islamabad.

**Responsibilities:**

Responsible for administrative financial & program management of the project & field operations of Meirman Women’s Development centre Kohat.

* Responsible for developing collective vision alleviation of VAW in the area.
* Assessing needs for ending V.A.W through close interaction with community members.
* Training of the staff both at organization of & field level.
* Developing managerial skills. (Including mechanism for planning implementation & monitoring).
* Facilitating and developing linkage at local and provincial level.
* Developing proposals in consonance with existing programme and local initiatives.

**District Campaign Coordinator since 2009 to till date**

**South Asian Regional Campaign “ We can end all violence against women” honour killing by Oxfam GB Islamabad.**

* Planning, organizing all activities, workshops, seminars, stage dramas, and other awareness raising activities in district Kohat.

**PREVIOUS EXPERIENCE:**

Organization: **PAKTURK INTERNATIONAL COLLEGE PESHAWAR**

Position: **IT-Manager**

Reporting to: **Director**

Duration: July 2003 July 2008

**Responsibilities:**

Networking

* Assists in the planning and implementation of additions, deletions and major modifications to the supporting regional infrastructure.
* Implements network security at the regional level as established by corporate Security Director.
* Oversees the administration and maintenance of the company's infrastructure, and directs more junior Innovators when necessary.
* Oversees the administration of the company's WAN.

Telephony

* Manages and develops upgrades to the company's telephone system at the regional level.
* Oversees all telephone changes, including routing for seating assignments.

Training & Lab Maintenance

* Oversees the administration and maintenance of computer stations and software for company training programs and the Learning Studio and provides additional support if necessary.

Internal Systems

* Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary.
* Works with project teams to help implement Internal Systems.

Help Desk Administration

* Oversees all help desk activities at the regional level.
* Responds to escalated help desk issues.
* Oversees the administration and maintenance of our tracking software.
* Interacts with internal clients on all levels to help resolve IT-related issues and provides answers in a timely manner.

Asset Management

* Builds and maintains vendor relationships and manages the purchase of hardware and software products.
* Manages the purchasing of all software, hardware and other IT supplies at the regional level.
* Ensures that company assets are maintained responsibly.

Communication

* Facilitates team meetings effectively.
* Holds regular status meetings with team.
* Keeps team well informed of changes within the organization and general Etensity news.
* Effectively communicates relevant IT-related information to superiors.
* Delivers engaging, informative, well-organized presentations.
* Resolves and/or escalates issues in a timely fashion.
* Understands how to communicate difficult/sensitive information tactfully.
* Relays relevant IT-related information to the company in a timely manner.

Management

* Initiates and implements improvements in all areas of IT responsibility.
* Serves as main point of contact on all IT-related matters for the office assigned.
* Responds/acts on upper-management direction .
* Identifies and provides standards for gathering information for use in trend analysis and reports information to company management.

Leadership

* Challenges others to develop as leaders while serving as a role model and mentor.
* Manages the development of team by ensuring, when possible, that project tasks are in line with each Innovator's career interests.
* Inspires coworkers to attain goals and pursue excellence.
* Identifies opportunities for improvement and makes constructive suggestions for change .
* Manages the process of innovative change effectively.
* Remains on the forefront of emerging industry practices.

Teamwork

* Consistently acknowledges and appreciates each team member's contributions.
* Effectively utilizes each team member to his/her fullest potential.
* Motivates team to work together in the most efficient manner.
* Keeps track of lessons learned and shares those lessons with team members.
* Mitigates team conflict and communication problems.
* Plans and facilitates regular team activities outside of the office.

Client Management

* Manages day-to-day internal client interaction
* Sets and manages internal client expectations.
* Communicates effectively with internal clients to identify needs and evaluate alternative business solutions.
* Continually seeks opportunities to increase internal client satisfaction and deepen client relationships.

Innovator Development

* Conducts effective performance evaluations and mentors those with less experience through formal channels.
* Helps team execute career development plans.
* Seeks and participates in development opportunities above and beyond training required by Etensity.
* Trains other innovators and clients through both formal and informal training programs.
* Encourages more junior Innovators to take responsibility for their development within the company.
* Challenges fellow Innovators to progress toward their professional development goals.

Internal Operations

* Suggests areas for improvement in internal processes along with possible solutions.
* Leads internal teams/task forces
* Approves team members' time and expense reports in a conscientious and timely manner.
* Reviews the status reports of team members and addresses issues as appropriate.
* Complies with and helps to enforce standard Extensity policies and procedures.

The end