

Waseem Nawaz

55, Cité Millewee, Bertrange, Luxembourg.

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Education:

- 2015 – 2016 Careerfoundry.com online Web Development course
- HTML, CSS, Javascript, jQuery, Bootstrap, Git, Heroku, Ruby on Rails
- 1994 – 1996 Queen Mary, University of London, United Kingdom
- MSc in Economics with special reference to Latin America
- 1993 – 1994 University of East Anglia, United Kingdom
- Graduate Diploma in Economics
- 1990 – 1993 Cardiff University, United Kingdom
- BSc Econ (Honours) in European Community Studies (2.1)

My Github:

<https://github.com/waseemnawaz>

Languages:

Fluent: English, French, German, Luxembourgish, Spanish
Working knowledge: Portuguese, Urdu/Hindi
Basic knowledge: Quechua

Work experience:

Director, Asociación Civil Yanapana Perú.

Director of Social and Environmental Responsibility, Mountain Lodges of Peru (MLP) Cusco, Peru.

May 2013 – April 2015

- Created social and environmental policies implemented along the Salkantay trail by Yanapana Perú on behalf of MLP.
- Coordinated all administrative, operative, accounting and legal aspects of this Peruvian non-profit organisation.
- Led and grew a microenterprise programme benefitting women producing textiles, handicrafts, jams, honey, coffee, etc. The number of women benefitting directly from the programme tripled under my leadership.
- Implemented a nutrition and infrastructure project at the primary school of Manchayhuaycco. Project successes included the full rehabilitation of the school's infrastructures, the improvement of the existing greenhouse and increased food production for more nutritious meals. The local community sees Yanapana Perú as a real partner as a result of these concrete actions.
- Coordinated breast and cervical cancer prevention, as well as human and animal health, campaigns in collaboration with the relevant local authorities.
- Coordinated with MLP and all its key functions (human resources, operations, sales) to identify improvement opportunities in its social responsibility policy through direct purchases, client visits to the projects, etc.
- Took leadership of the organisation's operating budget and drove up donations. Successfully applied for a large reforestation project grant.

Travel Specialist, Mountain Lodges of Peru, Cusco, Peru.

August 2012 – April 2013

- Managed and processed reservations for clients wanting to do the luxury lodge-to-lodge Salkantay trek from Mollepata to Machu Picchu.
- Sold tour services and provided pre- and post-trip customer service.

- Managed customer complaints by coordinating with all key functions in the company (operations, reservations, social responsibility, food & drinks, health, etc.).
- Aided in the creation of marketing pieces and promotional materials.
- Created new English language texts for all the company's Salkantay trek tour extensions.
- Performed and supervised site and service inspections.

**Director of International Programs, Máximo Nivel, Cusco, Peru.
January 2012 – May 2012**

- Led a local programme that receives foreign volunteers from all over the world, houses them with local families and places them in social projects such as orphanages, schools and health centres.
- Took responsibility for mentoring, coaching and supervising the volunteers.
- Coordinated closely with local counterparts to make sure that volunteers had structure at their project placements.
- Constantly sought out new local counterparts to aggressively grow the program
- Managed the company's Spanish language programme.
- Made sure that quality service was provided to all customers by company staff.

**Academic Advisor, Ediciones Océano de Nicaragua, Managua, Nicaragua.
June 2011 – November 2011**

- Tutored Nicaraguan persons learning English using the company's own learning package at Océano Idiomas.

**Owner, El Cardamomo, Managua, Nicaragua.
May 2007 – June 2011**

- Participated in a pastry-making course in Spain in order to create a range of quality products (August 2006).
- Established, owned and managed a local venture providing specialty bakery products as well as a restaurant catering to local and international tastes.
- Obtained all necessary permits/licenses from tax, health and government officials.
- Hired and trained staff to run the business.
- Created advertising campaigns across the city and online in order to drive up sales.
- Adjusted pricing, cost structure (staff) as well as offerings based on changing circumstances.

**Project Officer, Lux-Development S.A., Agence luxembourgeoise pour la coopération au développement, Luxembourg & Nicaragua.
August 2000 – April 2006**

- Helped monitor the implementation of projects in Cape Verde and Senegal including final report write-ups.
- Aided the Area Manager for Central America to formulate new health care, water and sanitation, as well as education projects in Nicaragua and El Salvador. Wrote final reports on completed projects.
- Evaluated partner institutions' activity reports and helped create a brochure about the agency's work in Central America. Contributed to the preparation of annual budgets for all projects in the region. Actively helped monitoring the execution of projects in Nicaragua.
- Helped the project manager implement primary health care Project NIC/014 "Integrated Aid to the SILAIS of Masaya, Carazo and Rivas". Strongly contributed to the baseline study and the project's forms and regulations.
- Aided Project NIC/014's local counterparts create annual operative plans. Helped them execute these plans by training them successfully in applying for funds and write accountability reports for implemented activities.
- Monitored activities financed by the project and executed by the local counterpart.

Coopérant (Aid worker), Association Luxembourg-Pérou o.n.g. & a.s.b.l., Lima and Cusco, Peru.

June 1998 – June 2000

- Led the execution of all projects financed by this Luxembourg-based NGO dedicated to improving the lives of disabled and orphaned children in Peru.
- Led the conception and creation of "Project Inka" implemented at the Hogar Clínica San Juan de Dios in Cusco. The project included the reconstruction and equipment of the clinic's physical therapy wards and the construction of a now successful hotel called Albergue Luxemburgo San Juan de Dios. The latter's purpose is to generate an income for the clinic.
- Purchased equipment for the Belén orphanage in Cajamarca and created a sponsorship programme in order to help the children.
- Periodically monitored different projects financed by the NGO and executed by the Catholic Church in the Ayacucho region.
- Revised all technical and financial reports elaborated by the NGO's local partners and counterparts; realised on-site monitoring in order to ensure the accuracy of the information presented.
- Monitored the execution of a small psychiatric clinic project in the shanty town of Villa El Salvador.

Money Markets Assistant, Trinkaus & Burkhardt (International) S.A., Luxembourg.

May 1997 – June 1998

- Position keeping
- Closure of certain positions
- Correspondent bank reconciliation

Other information:

Nationality: Luxembourg.

References: Available upon request.