
COVER LETTER

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Human Resources Department.

American lyceum group of schools

Subject: Application for post of Branch Manager

Dear Madam/Sir,

I would like to express my interest in the position of Branch Manager in Lahore currently offer by American lyceum group of schools

I possess Master Degree in Rural Sociology and have Six years' work experience in the field of Project Management, Implementation, Monitoring, and Field Operations & Coordination in Government and Social Sector on different kinds of project especially on Education programs. I possess all of those skills that make a good social worker. While working at community Development project was responsible to provide community based social service to identify vulnerable Groups, Individuals and Families. I learnt that how to support people in crises, carrying out investigation & writing up review notes. I also regularly participated in training program and team meeting. Throughout my time spent with these Organizations.

I am a highly responsible, disciplined and self-motivated individual who approaches his work with a lot of enthusiasm and dedication. I can work under any environment and pressure and take challenges associated with unexpected events. I eagerly aspire to use my wide range of knowledge and experience I have gained to earn highest reputation.

While my resume and credentials attest to my professional qualifications, I have many additional personal experiences that support my knowledge and sensitivity. I offer commitment, excitement, organization, passion and professionalism: qualities that are necessary for providing leadership and promoting a positive work environment and client relationship.

After you have had a chance to review my employment history and responsibilities, I would welcome the opportunity to discuss further the positions for which you are willing to hire. Please feel free to contact me by phone or e-mail.

I have the experience and expertise in the following fields.

- **Manager Project**
- **Site Manager**
- **Academic Filed Coordinator.**
- **Field Supervisor.**
- **Field Monitoring Officer, Field Researcher & Social change Maker**

However, I am attaching my CV for your kind perusal. Thank you for consideration, and look forward hearing from you.

Your, s sincerely,

Muhammad Amjad

MUHAMMAD AMJAD

OBJECTIVE

To obtain a position of Branch Manager for Lahore location.

KEY QUALIFICATIONS:

- Strong case management skills ensuring confidentiality and accuracy
- Experience in developing and implementing programs according to the project needs
- Strong leadership, team worker and interpersonal skills required in daily contact with staff, clients and community leaders
- Ability to work both independently and cooperatively within a team
- Demonstrated understanding and sensitivity to diversity issues
- Extensive experience and knowledge of Social Research and data collection
- Excellent organizational and communication skills
- Excellent problem-solving skills
- Proficient in MS word, excel, power point, internet, web and Social medial skill and emails

PROFESSIONAL EXPERIENCE:

1) PROJECT MANAGER :(18-04-2018 to 30-11-2019).

PROJECT: PUNJAB EDUCATION FOUNDATION (EVS)

EMPLOYER: CHILD CARE FOUNDATION, LAHORE.

MAIN RESPONSILITIES:

- Responsible for providing the overall support to all programmatic activities
In 11 districts of north and south region of Punjab
- Managing the office administrative operations on daily basis.
- Developing and conducting Teacher & Staff Training
- Oversee and facilitate the implementation of the education project and related project initiatives.
- Facilitate in coordination exercise with relevant stakeholders including government, NGOs and community members for covering social mobilization aspect of the project.
- Coordinate and facilitate the work of project staff / teams engaged in the implementation of project activities.
- Manage the project team (technical specialists, project officers, support staff, consultants) and ensure timely implementation, results –orientation and accountability for project results
- Develop a coordination mechanism to strengthen linkages between different ministries, institutions and stakeholders at the national, provincial and district levels.

- Sequencing, cost and other inputs for the implementation of the Project activities.
- Manage the activities and direct arrangements and needed resources to implement the projects
- Liaise closely with project partners and stakeholders.
- Report regularly to donor and other stakeholders on project activities and progress.
- Direct, supervise, and coordinate the efforts of the operational and support staff attached to the Field Office in north and south region of Punjab
- Lead project activities in terms of implementation and management under the direct supervision of the CEO.
- Be responsible for day-to-day management of administrative, financial and operational aspects of the project in accordance with standards of CCF Pakistan Programme direction, operations management, policies and project strategy document.
- Manage and coordinate the implementation of the various project activities in ensuring the quality and timeliness of the activities and delivery of outputs.
- Assume direct responsibility for managing the project budget by ensuring that:
 - Project funds are disbursed properly.
- Expenditure is in accordance with the project strategy document, project budget and project work plans.
- Work closely with key stakeholders in drafting and preparation of relevant terms of reference for consultants in line with activities in approved Project Work Plan;
- Monitor the project funds and resources. Be responsible for the delivery of the project results.
- Establish and oversee monitoring plan for the activities being implemented by staff and consultants.
- Be actively involved in the preparation of project knowledge products (including publications and reports).
- Present work-plans, periodic narrative progress reports and expenditures status reports to donors after approval by the CEO.
- Monitor the progress on agreed results framework and performance indicators and take action/decision and/or provide timely support to project staff.
- Ensure to have contracts, MoU and other agreements developed as and when required during project cycle.
- Lead and coordinate the organization of meetings, workshops, conferences, trainings and related activities relevant to the implementation of the Project.
- Brief and consult with senior management on project progress and provide information and advice as required to contribute to the project and organization initiatives.
- Ensure high quality information and visibility of the Project activities to the Social media and stakeholders.

2) MANAGER SITE :(28-04-2017 to 30-03-2018)

PROJECT: Chief Minister's e-Rozgaar Training Program

EMPLOYER: Punjab Information Technology Board (PITB) Lahore.

MAIN RESPONSIBILITIES

- Worked as a part of core Program Team.
- Establishing Chief Minister e-Rozgaar Training Labs in 19 Districts of Punjab.
- Overall Managing Chief Minister's e-Rozgaar Training Labs in 15 north and central Districts of Punjab.

- Conducting meetings with Vice Chancellor of Universities
- Liaising with Senior Managements of different Universities
- Contacting building with media and promotion of e-Rozgaar program in Community.
- Awareness campaign of e-Rozgaar program at district level.
- Implementation of program initiatives in north region of Punjab.
- Coordination and Liaising with local district Government authority.
- Managing events on districts level
- Extensive Travelling in whole Punjab
- Managing above 60 Peoples Labs Team in 17 districts of Punjab
- Conducting Training of Lab Staff
- Liaising with vendors
- Monthly Evaluation of Labs staff
- Labs Staff Capacity Building
- On ground Monitoring and Evaluation of Centers on regular Basis.
- Physical Documents Verification of Candidates
- Reporting to Senior Managements

(3) ACADEMIC FIELD COORDINATOR: (09-09-2016 to 31-03-2017)

PROJECT: EDUCATION, PUBLIC SCHOOLS SUPPORT PROGRAM (PEF)

EMPLOYER: UNIVERSITY OF EDUCATION LAHORE

MAIN RESPONSIBILITIES

- Provide external and internal support to 15 schools.
- Coordination with Teachers
- Mentoring all staff performance.
- Conduct Teachers training
- Responsible for Enrollment Increase
- Responsible for maintaining all school record
- Responsible to maintain discipline in schools.
- Maintain of students and teacher's data on PEF SIS website
- Hire a new teacher before leaving the first one.
- Responsible to resolve conflict among teachers if arises.
- Arrange "Learning Melas" in schools.
- Mentoring and monitoring all staff.
- Reporting to project Coordinator on daily basis
- Implement training activities within class and schools
- take "School Observation" and "Teacher Evaluation" on the tablet

(4) FIELD OFFICER :(12-08-2015 to 28-08-2016)

PROJECT: EDUCATION, BASIC EDUCATION COMMUNITY SCHOOL (BECS)

EMPLOYER: HEALTH ENVIRONMENT LITERACY ORGANIZATION (HELO)

MAIN RESPONSIBILITIES

- Monitoring all BECS schools in tehsil
- Establish new BECS school
- Sustain running schools
- Conduct Teachers Training
- Increase students' enrollments in school
- Providing logistic support in all schools

(5) LAON OFFICER :(01-01-2015 to 25-05-2015)

PROJECT: PRIME MINISTER INTEREST FREE LOAN SCHEME

EMPLOYER: AGAHE FOUNDATION

MAIN RESPONSIBILITIES

- Identification of beneficiaries according to PMIFL criteria.
- Loan disbursement to the beneficiaries at loan center.
- Recovery of installments from beneficiaries on monthly basis.
- Updating of loan record on MIS.
- Mobilization in the target areas
- Monthly meeting with clients.
- Monitoring client's business
- Making feasibilities reports.
- Reporting to Branch Manager
- Checking business of client

(6) SOCIAL CHANGE MAKER :(04-01-2014 to 20-08-2014)

PROJECT: YOUTH DEVELOPMENT

EMPLOYER: ECI, ISLAMABAD

MAIN RESPONSIBILITIES

- Prepare village profile and identify major issue of that area.
- Analysis of reason of conflicts in the target's areas
- Prepare project Proposal and submitted it to ECI.Org
- Conduct Session on women right of property
Submitted all MOVS and reports to ECI.org
Arrange mega youth event in Tehsil Ali.

(7) FIELD SUPERVISOR :(10-02-2011 to 30-03-2013)

PROJECT: COMPUTERIZATION OF PROPERTY

EMPLOYER: URBAN UNIT, LAHRE

MAIN RESPONSIBILITIES

- Reporting all field staff activities to head office
- Formation of staff progress reports
- Monitoring field staff activities
- Maintain field staff attendance record

- Staff Training on field protocols.
- Coordination with Government officials
- Meetings with concern sector excise Inspector.
- Preparation of staff monthly attendance
- Reporting to Program Manager
- Provide financial and logistic support to field staff.

(8) FIELD MONITORING OFFICER/SUPERVISOR :(10-01-2013 to 31-12-2013)

PROJECT: BASIC EDUCATION COMMUNITY SCHOOL

EMPLOYER: HEALTH ENVIRONMENT LITERACY ORGANIZATION

MAIN RESPONSIBILITIES

- Monitor actual presence of school
- Checking original documents of school teacher
- Verification of actual students' strength
- Verification of all school record
- Observed communities' remarks regarding school
- Monitoring school all necessary things are display
- Taking Coordinates of school location
- Taking snaps of record of school
- Communities Involvements in school
- Verifying actual strength of school
- Reporting to Project Manager

INTERNATIONAL ORGANIZATION EXPERIENCE:

(9) DATA VERIFICATION OFFICER :(19-12-2015 to 28-01-2016)

PROJECT: USAID PAKISTAN (CVP-TDEA)

EMPLOYER: USAID PAKISTAN

MAIN RESPONSIBILITIES

- Calls to field Enumerator and Respondent
- Editing of forms sent by field staff
- Data entry in software
- Managing data in soft form.
- Receiving feedback from Respondents
- Verification of Enumerator field visit by calling them

(10) CITY COORDINATOR :(01-07-2018 to Present)

PROJECT: HEALTH

EMPLOYER: INTERNATIONAL YOUTH ALLIANCE FOR FAMILY PLANNING

MAIN RESPONSIBILITIES.

- Conduct awareness session on AIDS in local communities
- Organize event on health issues in local communities
- Making team of five members

- Plan and implementation of small action plan in local communities.
- Social media campaigns on Health problems.
- Formation of monthly and quartile reports

EDUCATION:

Degree, Major (2009 to 2012)

MSc, Rural Sociology

University, University of Agriculture, Faisalabad

Degree, Major (2006 to 2008)

Bachelor, Economics (University, BZU, Multan)

Degree, Major (2004 to 2006)

FSc, Premedical (College, BISE DG KHAN, Muzaffargarh)

CONFERENCES/SEMINARS/TRAININGS ATTENDED:

- One day training use of **Modern Technologies In Education** through knowledge partner (Singapore based org)
- One training on **She Means Business** through Facebook
- Ten days training on **Teacher Development Program** through Punjab education foundation
- Eighteen days training on **Project Management** through ECI. Islamabad
- Three days training as a **Social Mobilization** on the project of CDRM through RDPI org
- Five days training as a **Community Facilitator** on the project of youth development through CYAAD org Quetta
- Five days training as a **Mentorship** on the project of youth development through Bargad

SKILLS/LANGUAGES/GEOGRAPHICAL EXPERIENCE:

Computer Skills: Proficiency with MS Word, Excel, Outlook, email and browsing etc.

Languages: Multilingual, fluent in local languages, can speak English, Urdu, Punjabi and Saraiki languages fluently

Geographical Work Experience: worked in 36 Districts of Punjab and Islamabad.

REFERENCES:

Will be provided on demand