**Manzoor Azfar Khan**

**Cell:** +92 301 7845040

**E-mail:** raabta.pakistan@gmail.com

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**Career Objectives:**

An animated and professional, social development program manager, who enjoys being part of, as well as leading a successful and productive team. Quick to grasp new ideas and concepts to develop innovative and creative solution to the problems.

Now seeking next challenging opportunity to demonstrate substantial abilities and make an effective contribution in a successful and meticulous team. Able to work well on own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, possesses a strong ability to perform effectively.

**Professional Experience:**

Diverse experience comprises on more than 16 years (Including 8 years in academics, 3 years in accounts and finance), 5 years in Social Development sector both in peace and disaster times at rescue, relief and early recovery programs, project coordination and management, Social mobilization for participatory development, planning for community physical infrastructure, promotion of self- help sprite, creation of social awareness. Monitoring, Evaluation and Research. Trainings and Skills Development. Have a strong grip on quantitative and qualitative research, development of questionnaire for data collection through field survey, competitive skills of team supervision.

**Employment Record:**

**1. Punjab Skills Development Fund (PSDF) Lahore Grant Thornton Consulting and FSC -**

**Position Placement Officer execution**

Location Gulberg Lahore

Duration From July, 2018 to June,2019

**Description of responsibilities:**

Responsible to assist the Project Lead for the execution of placement project under the direct supervision of Punjab Skills Development Fund (PSDF) . Project was given the task for the placement of 12,000 youth, trained by Punjab Skills Development Fund (PSDF), Funded by Department for International Development (DFID) UK & Government of Punjab in corporate sector for Lahore district.

Map industries/business, map skills and workforce requirements. Build a bridge between the graduates and the employers. Identify the jobs, potential candidates, do the matchmaking and facilitate the placement process. Provide the soft skills and career counseling services.

1. **Organization Bahauddin Zakariya University Bahadur Sub-campus Layyah**

**Position Lecturer (Visiting)**

Location Layyah

Duration From January, 2014 to June, 2017

**Description of responsibilities:**

As a lecturer, I was responsible to teach academic subjects to undergraduate and postgraduate students. Teaching methods include delivery of lectures, seminars, tutorials, practical demonstrations, field work and e-learning.

1. **Organization Society for Human Empowerment and Rural Development (SHER)**

**Position**  **Consultant for Baseline Study (WFCL-Project)**

Location Project Office Layyah

Duration From March, 2014 to March, 2016

**Description of responsibilities:**

Conducted a baseline survey for Labor & Human Resource Department Government of Punjab and supervised the implementation activities of Combating Worst Forms of Child Labor (WFCL) project

1. **Organization International Islamic University Islamabad**

Position **Assistant Director Research**

Project Planning Commission of Pakistan (PSSP)

Location Islamabad

Duration From September, 2013 to January, 2014

**Description of responsibilities:**

* Preparation of Research Design and Action Plans for Baseline and Benchmarking Studies
* Provide leadership in every aspect of the project with support from research partners.
* Overseeing the entire project, coordinating research team activities, managing the budget, reporting to funders, supervising and facilitating the staff.
* Ensuring the dissemination of research findings.

1. **Organization International Islamic University Islamabad**

**Position Lecturer (Visiting) – Jan 2013 to Jan 2014**

**Description of responsibilities:**

* Teaches graduate and undergraduate level classes in various discipline’s
* Course Content Preparation, including Multimedia presentation of all topics
* Paper setting, checking, result preparation
* Course Research work assignment, subversion and checking for grades
* Taught the theory and practical implication of the subject

1. **Organization UNOPS**

**Position Master Trainer**

**Description of responsibilities:**

* Delivered high profile trainings for the capacity building of polling staff organized by the election commission of Pakistan.
* Content preparations
* Class management, multimedia presentation preparation and delivery

**7. Organization Muslim Aid Pakistan (INGO)**

**Position Project Coordinator STS (From Street to School)**

Program Child Development and Education

Location Islamabad

Donor Muslim Aid UK

Duration From December, 2011-December, 2012

Status Successfully completed

**Description of responsibilities:**

Performed responsibilities to support Child Development and Education Program implementation

**8. Organization Helping Hand for Relief and Development (INGO)**

**Position Project Coordinator (WASH)**

Project Early Recovery & Rehabilitation

Location Kot Addu, District Muzaffargarh

Donor ICNA relief Canada

Duration From June, 2011 - November, 2011

Status Successfully completed

**Description of Responsibilities:**

Assisted WASH Program Manager ensuring that WASH programs and their delivery Incorporated appropriate elements of accountability, monitoring and evaluation, gender, protection, disabilities and other relevant themes.

**9. Organization Helping Hand for Relief and Development (INGO)**

**Position Field Officer (Shelter)**

Project Early Recovery &Rehabilitation

Location Kot Addu, District Muzaffargarh

Donor ICNA relief Canada

Duration From October, 2010 - June, 2011

Status Successfully completed

**Description of responsibilities:**

Was responsible to implement the two-room shelter project for desaster prone communities.

**10. Organization: Mr. Hashaam Tariq, Research Coordinator International Islamic university Islamabad.**

**Position: Research Associate**

Duration: December, 2008 to September, 2010

**Description of responsibilities:**

Assist the Research Manager to implements the Research project.

**11. Organization Punjab Rural Support Program (PRSP)**

**Position: Social Organizer**

Project: Integrated rural Development Project (IRDP)

Location Layyah

Duration: December, 2007 - September, 2008 **(10 months)**

**Description of responsibilities:**

Social mobilization, micro financing, and community organization formation activities performed over there.

**12. Organization Layyah Institute of Commerce and Computer Sciences (LICCS)**

**Position: Lecturer**

Location Layyah

Duration: December, 2000 - September, 2005

**Description of responsibilities:**

Taught under graduate classes in various disciplines and managed academic affairs in the institute

**13. Organization Printex Garments Screen Printing Company**

**Position: Accountant**

Location Lahore

Duration: October, 1997 - December, 2000

**Description of responsibilities:**

Assisted the Finance Officer in ensuring day to day accounts matters.

**Education:**

1. **M.Sc. Rural Development (Research and Development Management)**

International Islamic University Islamabad, session: 2008-2010. **CGPA. 3.4/4**

**2. Master’s in Public Administration (M.P.A)**

Government College University Faisalabad, Session: 2005-2007. **CGPA. 3.1/4**

1. **Bachelor in Arts (B.A)**

Baha Uddin Zakariya University Multan, Session: 2003-2005. **Grade B**

**Summary of Skills:**

Ability to establish effective working relations in a multicultural team Environment, focuses on impact and results for the beneficiaries and responds positively to feedback.

Demonstrates strong oral and written communication skill, Research Skills: Quantitative & Qualitative, Report writing, Data coding and data Analysis, Analytical skill, Planning and organizing skill, Monitoring & Evaluation, Office management & documentation, Team player and self- motivated, Fluent in Urdu, English, Saraiki and Punjabi can understand Pashto,

**Computer Skills:**

Proficient in computer software packages of MS-Office and the Internet related applications

**References:**

Will be provided on demand.