**CURRICULUM VITAE**

# **KHALID TANWEER HAIDER Block H, House no-380, 4th Floor,**

# **Mobile No.: 91-9891360050 Jaitpur Ext Part 2,**

***E-mail:* Khalid.t.haider@gmail.com Badarpur,**

# **New Delhi-110044**

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| **Career Objective** |  |

Seeking middle level assignments in Corporate Social Responsibility, Skill Development and other development sector projects

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| **Profile Summary** |  |

* Masters in Media Governance with more than 4 years of experience in different domains of Development sector.
* Experience in planning, implementation, monitoring and evaluation of Corporate Social Responsibility projects
* Handling and scaling up multiple projects simultaneously
* Worked as an interface between Stakeholders and internal teams
* Proficiency in team building, training, team handling and maintaining harmonious relations among employees
* A keen communicator with strong problem solving, planning, presentation and people management skill

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| **Core Competencies** |  |

* Experience in implementing CSR and Skill Development projects
* Sound Knowledge Section 135 and schedule VII of Companies Act 2013 and CSR Policy.
* Communications for development
* Project planning based on operational needs
* Leading and coordination with cross functional teams
* Ability to analyze quantitative data and qualitative information
* Team building and conducting training for team members
* Documentation and Reporting
* Detail oriented and task driven with a strong work ethic
* MS Office (Word, Excel, Power point)

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| **Work Experience** |

**1) Working with Citizens Alliance Pvt. Ltd. as District Program Officer (August 2015 till date)**

**Job Profile:**

* Responsible for implementing National Skill Development Corporation project in the district.
* Conduct awareness and mobilization campaigns for all stages of the project.
* Liaising with training partners, Government Bodies and other stakeholders
* Planning the promotion campaign based on the target population and plan of enrollment rollout for skill development courses
* Implementing advertisement and promotion of the project with the help of various Below the Line promotion activities
* Meeting HR agencies, companies and organizations for placement of the trainees
* Responsible for identifying gaps and ensuring they are addressed on time
* Ensuring effective data collection and reporting system in place from grass root to the top management team.
* Preparing the presentations on current status and plans and presenting it to the stakeholders in review meetings
* Responsible for recruiting and leading team of mobilizers and interns at district level.

**2) Worked with Lady Bamford Charitable Trust (A CSR initiative of JCB India) as Project Officer (June 2012 June 2015(3 years))**

**Projects: Education, Employability skills for Youth and Women and Communications**

**Job Profile:**

* Responsible for implementing CSR projects of JCB India in two districts
* Look after communications of the Trust
* Liaising with Government Bodies and other stakeholders
* Single Point of contact for queries and concerns regarding projects assigned
* Research based on discussion with stakeholders, documents available and existing practices
* Developing documents for knowledge sharing with stakeholders
* Planning and conducting training sessions and workshops for stakeholders about the Process, plan for implementation and the purpose of the project
* Planning, developing and conducting regular Training sessions for the team
* Preparing the presentations on current status and plans and presenting it to **AGM, Corporate social responsibility, JCB India**
* Monitoring on field performance through reports and publishing different reports to Stakeholders in an easily understandable format on the parameters impacting Project and Operations
* Tracking, summarizing and analyzing the progress and results on a regular basis for identifying the gap
* Responsible for regular direct and indirect communication with Government agencies, regarding, issues, feedback and suggestion for execution and process improvement

**3) Worked with Unnati (An NGO for development Education) as Program Associate in project called “Strengthening Community Resilience of Dalit and Tribal people of Western Rajasthan (August 2011-February 2012)**

**Job Profile:**

* Facilitate women collectives through community based monitoring system
* Assist in developing communication tools for women collectives of Western Rajasthan for monitoring of Basic Government schemes
* Planning, developing and maintaining regular training sessions for team
* Arranging workshops and training the stakeholders about the purpose and implementation of project
* Ensuring implementation of the project as per schedule
* Monitoring the progress based on day to day performance
* Evaluation of the implemented plan and amending the plans as per requirement
* Preparation of budget on the basis based on plan and taking necessary approvals from internal departments
* Performing field visits to ensure proper implementation and performance check
* Creating, maintaining, updating Reports and Documents
* Liaison with Government Authorities and concern stakeholders at Block and District level

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| **Academic Qualifications** |  |

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| **COURSES** | **INSTITUTION** | BOARD orUNIVERSITY | **PASSING YEAR** |
| Media Governance | Jamia Millia Islamia | Jamia | 2011 |
| Graduation (Sociology Honors) | Jamia Millia Islamia | Jamia | 2009 |
| 10+2 | SBM Public School, New Delhi | C.B.S.E. | 2005 |
| Matriculation | Don Bosco Academy, Ranch | I.C.S.E. | 2003 |

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| **Personal details** |  |

Date of Birth : 01.09.1988

Nationality : Indian

Languages known : English, Hindi and Urdu

Marital Status : Single

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| **Declaration** |  |

I hereby declare that all the information given above is true to the best of my knowledge.

## DATE:

**PLACE:** **(Khalid T Haider)**