**CURRICULUM VITAE**

**Mubashar**

[**Mubashar.**229444@2freemail.com](mailto:Mubashar.229444@2freemail.com)

**Career Summary:**

I have more than six years of extensive experience in various challenging management and administrative roles with national and international exposure. Throughout my professional career my core responsibilities were, Business Support and Management, Administration, Business Development, Human Resource Planning, and Procurement. Communication, Coordination, Business Report writing, monitoring of challenging projects and business units, Interdepartmental Integration, hands on experience in softwares relevant to business cycle,and internal external liaison with all stake holders remained an integral part of my challenging positions.

**Professional Experience:**

Incharge Business Support Unit Middle East

*atInspectestIndustrial Solutions LLC (Descon Engineering Group Company)*

**Location:***AbuDhabi,UnitedArabEmirates*

*September2014–Present*

*Responsibilities;*

* Communication and coordination with all stake holders administratively
* Administrative support to HR, Finance, Marketing and Business Development Departments
* To monitor and regularize Procurement and prequalification activities
* To fetch new business and access market accordingly
* Proposal/Quotation making against RFQs/RFPs
* ToInvestigate andresolveclient'squeries and complaints
* Ensuresmoothfunctioningofintegratedbusinesssupportunitandsystem
* ToliaisewithQatar, Dubai, and Abu Dhabi for interdepartmental integration
* Toliaisewithoperations,sales,marketingteamstoensure pursuance of standard practices
* Toensuresmoothinformationandcommunication tosuppliersandclients
* Investigate andresolvingsystem roadblocks and implementing solutions
* To assist in budgetary projections and finalization of statement of accounts

Business Development/Support Executive

*atGrayMackenzieEngineeringServicesW.L.L(Descon Engineering Group Company)*

**Location:** *Doha,Qatar*

*February2014–August 2014*

*Responsibilities;*

Toworkwithinateamtoprovideacomprehensiverangeofbusiness support, andadministrativeservicesincluding executive supporttoGeneralManager, BDManagerandotherseniormanagersinUAEandQataroffices.Itincludesexploring newbusinesslines,marketintelligence, clients'volumeanalysis,prequalification procedures,businessliaison,interdepartmentalliaison,businessanalysis,EnterpriseResourcePlanning(ERP)modules, policyimplementation,advisoryroleinpolicymaking,staffadministrations, resourcehandlingincluding supportof HR-Manageraswellasvisaoffice,officescheduling,teamplanning,coordination andcommunicationetc.

Project Officer (Project Management & Administration)

*atNICCO-Japan*

**Location:***Multan, Pakistan*

*October2011-September2013*

*Responsibilities;*

ResponsibleforManagingoverallprojectsundertheProgramadministratively and to evaluate and monitor overall performance of the program.Itincludedestablishmentof siteorsub-offices,resourceplanning,intergovernment andsectorialliaison,coordination andcommunication withthe stakeholders, to coordinate with finance for funds and budget finalization,reportmaking,advisoryroleinpolicymakingandimplementation, Monitoring and evaluation, teamplanningandschedulingetc.

*Projects:*

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* *Development project-Incomegeneration through profitablecropsandvalueaddedproducts(Livelihood)2012-2013*
* *Provisionofsafedrinking water(Arsenicremovalfiltrationplants)*
* *QuantitativeandQualitative ResearchonWaterquality withspecialemphasisonarseniccontamination*
* *Community developmentthrough capacitybuilding, trainings, andformation of communitybasedsocialorganizations*
* *Skilldevelopment anddexterityinitiative*
* *SindhMonsoonEmergencyReliefandRehabilitation Project2011-2012*

Assistant Project Officer

*atNICCO-Japan*

**Location:***Muzaffargarh, Pakistan*

*November2010-September2011*

*Responsibilities;*

Toassistprojectofficerinallofhisfunctions.Includescoordination andcommunication withtheclients, officeadministration,scheduling,teamplanning,and assistanceinresourceplanning,assistanceinpolicyimplementation, assistanceinReportwriting, and assistance in project planning and execution etc.

*Projects:*

* *Floodearlyrecoveryproject2011*
* *FloodEmergencyReliefProject2010-2011(NFIs,Food,Medical,Safe water,temporarysheltersetc.)*
* *Projectonlivelihood-Wheatcultivationon6000acreslandsofdisastervictims*
* *ProjectonKitchengardening 2010*
* *Childhealthcarefacility, staticandmobilemedicalaidto17disasterhitvillages*
* *Waterforall,projectontheimprovementandrehabilitationofdrinking watersources*
* *Capacitybuildingandsensitization onMalaria&Dengueprevention, basichealthandhygiene,cashcropsfarming*

Team Lead Community Outreach and Mobilization (Research)

*atSafe WindsOrganization*

**Location:***Lahore, Pakistan*

*Responsibilities;*

Was responsible for conducting research and base line studies in order to identify needs and gaps for humanitarian interventions. Along with the execution and implementation of soft component of the projects.

*Projects:*

* *Community Mobilization through Awarenesscampaigns*
* *FinancialAssistanceplusPsycho-SocialsupporttothevictimsofasuicidalattackinLahore*
* *EstablishedandorganizedaTentVillageforFloodAffectees2010inMuzafargarh*

Finance and Marketing Executive

*atTroikaSoft, Pakistan*

**Location:***Lahore, Pakistan*

*September2006-December2009*

*Responsibilities;*

Duties&Responsibilities: Responsibleformarketresearchandprojecthandlingandnegotiation ofaccountancy, inventory, and tax based softwares. Responsible for Time-Cost calculations of the projects. To oversee finance and accounts and report making. Responsible for the sale of automated Tax based softwares.

CSR (Customer Service Representative)

*atMindBridgeTechnologiesInc. Pakistan*

**Location:***Lahore, Pakistan*

*August2007-September2008*

*Responsibilities;*

Responsible for customer care for inbound projects based in USA and Canada, problemsolvingthrough probing,payment collectionthrough creditcardsandopeningonlineaccountsofdifferentlandlinepackagesinUSAandCanada.

**Education and Academics**

**Masters inStrategicStudiesandDiplomacy**

*from University of the Punjab, Lahore Pakistan*

***Completion****: August 2010*

**Bachelor’s Degree (Economics, Statistics)**

*from University of the Punjab, Lahore Pakistan*

***Completion****: July 2008*

**M. Phil International Relations**

*from Bahauddin Zakariya University, Multan Pakistan*

***Completion****: July 2015 (Course Work Completed, Thesis Continue)*

**CA Foundation (5 Courses Passed)**

*from Institute of Chartered Accountants of Pakistan (ICAP)*

**Trainings and Certifications**

* Project Planning and Management from NCRD Islamabad **Two Weeks**
* Presentation Skill Training Course, PAC Lahore **Four Months**
* Project Administration and Design, NICCO Japan **One Week**
* Social Mobilization and Community Development certification, IOM (UN) **Three Days**
* Communication and Presentation skill Course F.C College Lahore **Two Weeks**
* CCPT (Computer Course Practical Training), PAC Lahore **Four Months**
* American History Survey Certificate From American Consulate Lahore **Three Days**

**Awards and Achievements**

* Elected as a **Chapter President** Junior Chamber International (JCI) Capital City Pakistan 2013
* Presented as a Foreign Minister of Nepal in SAARC Simulation Conference (Hanns Seidal Foundation) organized in Karachi
* Profile of Extremists & Effective Communication skills Certification, Punjab University Lahore
* 2nd Position in General Knowledge Quiz Competition, Department of Political Science, Punjab University Lahore
* Participated in National Conference on Issues of Governance in Pakistan, Punjab University Lahore

**Computer Skills**

* Expert in MS Office (Word, Excel, Power Point)
* Excellent in web browsing, and software handling
* ERP Oracle R12 (AP, AP, HRMS, and Inventory Modules)
* IBM Lotus, and Microsoft Outlook 365