**Imtiaz**

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| **Experience** | **Summary of Practical Experience in Different Development Sector Organizations Since 2006**

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| **Designation** | **Name of Organization** | **Tenure** | **Total Experience** |
| Business Development Consultant | Unified Technologies Inc | Jan 01, 2014 to July 31, 2015 | 19 months |
| HR Manager | CMDO | Jan 01, 2010- Dec 31, 2013 | Four Years |
| HR/Admin Officer | CMDO | Sep 08- Dec-2009 | 16 months |
| Business Development Officer |  KASB Bank Ltd | Nov 2006- Aug 07 | 10 months |
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| **Total Experience** | **7.9 Years** |
| **Designation:** | **Business Development Consultant** | **Jan 1, 2014 ~July 31, 2015** |
| **Organization:** | **Unified Technologies Inc.** |
| **Location:**  | **Mary Land, United States of America** |
| Key Responsibilities:* Identification of clients and finalization of agreements for software development, installation and after sale services provision.
* Coordination with existing customers, arrangement of trainings sessions for their staff for orientation on newly developed systems/software.
* Evaluation and after sales services provision to clients.
* Updating clients systems as per their changing requirements and demands.
* Ensuring to expedite and satisfy clients’ demands about the service.
* Continuous follow up with the clients and introducing new available products and promotions.
* Promotion of newly inducted products in the market and with clients.
* Performing new market surveys and competitors comparative analysis.
* Ensure timely communication on products/promotion changes and other related information.
* Advising and recommending management about market demands and compatibility.
* Updating the company about the current competitive products availability in the market.
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| **Designation:**  | **Human Resources Manager**  | **Jan 01, 2010- Dec 31, 2013** |
| **Organization:** | **Community Mobilization and Development Organization (CMDO)** |
| **Office** | **Peshawar, KPK – Pakistan** |
| Key Responsibilities: * Ensuring the Human Resources, administration and Organizational Development policies and practices pertinent, innovative, progressive and consistent to Organizational’s mission, values and objectives and aligned to the Global HR/Administrative framework.
* Payroll processing, personal files management.
* Staff Insurance & Benefits management.
* Capacity Building of staff and need assessments for further development.
* Ensuring strategic direction of Human Resources and Administration Department.
* Implementation of HR/Admin strategies and policies.
* Human Resources Management and supervision of the HR team.
* HR Database Management (Quick Books & SAP B1).
* Staff performance management and career development.
* Conducting market surveys for updating and keeping staff benefits competitive with market.
* Facilitation of knowledge building and knowledge sharing.
* Managing all human resource information for the organization and provide assistance to the management team.
* Arrangement of workshops/seminars, training sessions etc.
* Ensuing boarding/lodging of donors staff during our field and office visits for audits, monitoring and evaluation, coordination meetings etc.
* Ensure timely communication on employment changes i.e. resignations, terminations, leave applications, time sheets and other personal related information.
* With the help of HR Officers/Assistants maintain up-to date and accurate computer and hard copy personnel files, prepare job announcements/job descriptions, file documents in personnel files, conduct interviews, recruit staff, and facilitate new employee orientations and trainings.
* Orientation of newly inducted staff on their respective duties and Job descriptions.
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| **Designation:** | **Admin/HR Officer** | **Sep 2008 ~ Dec 31, 2009** |
| **Organization:** | **Community Motivation and Development Organization** |
|  **Location** | **Peshawar** |
| **Reason of Leaving** | **Promoted as HR Manager.** |
| **Key Responsibilities:*** Trainings arrangements & facilitation of line managers for capacity building of projects staff.
* Personal files maintenance of the staff.
* Payroll preparation & management.
* Performance evaluation in coordination with line managers.
* HR Data base management (SAP B1) and data entries.
* Assisting HR/Admin Manager in staff performance management and career development
* Coordination with donors and facilitation in partnership agreements preparation.
* Meetings/workshops arrangements, boarding/lodging arrangements for donors and United Nations staff visiting our office for coordination, monitoring and evaluation and audits etc.
* Staff time sheet preparation working on different tasks and projects.
* Assisting HR Manager in interviews conduction and selection/Hiring of new staff for different projects.
* Arrangement of accommodation and transportation for field staff nearby to our field offices.
* Tenancy agreements and dealing with landlords, ensuring premises and utilities payments on time.
* Arrangement of transport for staff at Head office as well at field offices.
* Attending security and coordination meetings at District level to implement and adhere with the laws of the land.
* Ensuring staff attendance at field offices.
* Staff benefits management and ensuring their insurance coverage.
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| **Designation:** | **Business Development Officer** |  **Nov 1st, 2006 ~ Aug 24, 2007** |
| **Organization:** | **KASB Bank Ltd** |
| **Location:**  | **Karachi/Islamabad** |
| Key Responsibilities:* Bringing new and improving the current business/clients for the bank.
* Ensuring to expedite and satisfy clients’ demands about the service.
* Supervising customers’ transactions and their investments with the bank.
* Ensuring quality services provision to the clients and ensuring a healthy working relationship among the office staff and clients.
* Continuous follow up with the clients and introducing new available products and promotions.
* Promotion of newly inducted products in the market/clients.
* Plan and implement strategies and activities to foster and facilitate the development of cooperative, professional relations between and among the bank staff and clients.
* Participate in professional training and development activities.
* Performing new market surveys and competitors comparative analysis.
* Ensure timely communication on products/promotion, changes and other related information.
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| Education |

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| Duration | Degree / University | % Marks |
| 2003 – 2004200320042011 | MBA HRD/Management, University of Agriculture Peshawar, Pakistan.Ms Office CertificationDiploma in HRM by Faiez H. Seyal Chartered Fellow, CIPD, UKSAP B1 Certificate of Achievement (Abacus Consuting) | 3.49/4.00 CGPA |

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| IT Skills | Internet Surfing, E-mail, MS PowerPoint, MS Word, MS Excel, MS Access, Quick Books and SAP B1 etc. |
| Languages |

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| --- | --- | --- | --- | --- |
| Skill | English | Urdu | Pushto | Arabic |
| Listening | 🗸 | 🗸 | 🗸 |  |
| Speaking | 🗸 | 🗸 | 🗸 |  |
| Reading | 🗸 | 🗸 | 🗸 | 🗸 |
| Writing | 🗸 | 🗸 | 🗸 | 🗸 |

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