**Imtiaz**

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| **Experience** | **Summary of Practical Experience in Different Development Sector Organizations Since 2006**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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 | |  | |  |  | |  | | **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. | | | | | | | | | **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. | | | | | | | | |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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. | | | | | | **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. | | | | | |  | | | | | |  | | | | | |
| Education | |  |  |  | | --- | --- | --- | | Duration | Degree / University | % Marks | | 2003 – 2004 2003  2004  2011 | MBA HRD/Management, University of Agriculture Peshawar, Pakistan.  Ms Office Certification  Diploma in HRM by Faiez H. Seyal Chartered Fellow, CIPD, UK  SAP 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 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Skill | English | Urdu | Pushto | Arabic | | Listening | 🗸 | 🗸 | 🗸 |  | | Speaking | 🗸 | 🗸 | 🗸 |  | | Reading | 🗸 | 🗸 | 🗸 | 🗸 | | Writing | 🗸 | 🗸 | 🗸 | 🗸 | |
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