**MAQSOOD**

**maqsood.344965@2freemail.com**

**Objective**

Ambitious to embark on a strategic level position in a dynamic environment, where I can utilize my professional and leadership skills to contribute towards the organization’s growth and goals.

**Profile**

* 4 years’ experience in HR, Administration &Management with reputed organization in UAE & Pakistan.
* Can draft feasibility reports with maximum accuracy.
* Can handle public relation from top to bottom cadre of organization.
* Excellent people management skills.
* Well versed in product knowledge & understanding business operations.
* Excellent presentation skills & language skills.
* Excellent business development and relationship management experience.
* Ability to structure complex deals tailored to customer needs.
* Ability to quickly identify risk issues & problem areas & respond to safeguard company interests.
* High level judgment & ability to read the market in as far as new business opportunities are concerned.

**Professional Experience:**

**PROJECT MANAGER Dec 2014 - Oct 2015**

**KHUSHAL AWARENESS AND DEVELOPMENT ORGANISATION (KADO/PPAF LACIP- KFW)**

* Managed all project activities and was the first point of contact for the donor and the field staff.
* Ensured that project activities comply with the policies and regulations of the donor organization.
* Managed development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
* Submitted activity reports, meeting minutes and financial reports on regular basis to the donor.
* Prepared and submitted of annual activity-based project budgets, as well as monthly and quarterly financial reports and sending of new funding requests.
* Lead and motivated the project team and monitored project activities and project expenditure and coordinated work with consultants and volunteers in the project.
* Ensured close collaboration and coordination with partners and guaranteed smooth implementation of activities and achievement of results as specified in grant agreements.
* Contributed resources in project design, implementation and monitoring. Identified and solved project problems. Implemented creative solutions.

**HUMAN RESOURCE MANAGER Sep 2013 - Sep 2014**

**KHUSHAL AWARENESS AND DEVELOPMENT ORGANISATION (KADO) PESHAWAR.**

* Prepared and presented annual H.R plan in annual meetings.
* Overall responsibility of manpower planning and recruitments.
* Developed the induction programs for the new recruits.
* Developed and implemented the performance appraisal system for the organization and coordinating it with other line managers.
* Coordinated with finance department for processing of payments to employees.
* Ensured staff behavior is up to mark.
* Identified the training needs, developed training programs to ensure constant learning and development of employees
* Developed core competence of staff members
* Dealt with the final settlement of employees when they leave.
* Developed various reports for management which make it easy to make decisions regarding the current resources.

**HUMAN RESOURCE / FINANCE OFFICER Nov 2012 – Aug 2013**

**KHUSHAL AWARENESS AND DEVELOPMENT ORGANISATION (KADO) PESHAWAR.**

* Advertised for posts according to demands of KADO Project.
* Prepared and delivered appointment letters for recruitment.
* Prepared and presented service contract to staff members.
* Maintained personal file of staff members.
* Explained Policies, Procedures, and trained new employees.
* Maintained leave record of employees.
* Carried out duties as assigned by Executive Director and senior staff.
* Maintained employees information and shares HR monthly report with all employees of the organization at the end of each month
* Verified, checked and paid all kinds of bills.
* Prepared cheques for payments.
* Prepared Vouchers (Bank payment, Cash payment Journal and Deposit).
* Generated monthly financial reports.
* Generated Bank reconciliation statements.
* Maintained all financial files in chronological order.
* Handled Petty Cash and verified bills and payments.

**Cluster Meetings attained from KADO’s side:**

* Organized different cluster meetings.( Protecting Cluster, Wash Cluster)
* Updated cluster meeting about the organization progress.
* Shared progress report to the cluster meeting.
* Attended different workshop announced in the cluster meeting.
1. Living with disabilities and disaster, organized by Provincial Disaster Management KPK, sponsored by DRR Forum.
2. Child Referral Mechanism District Peshawar.
3. IVAP

**Achievements**:

* Changed the existing HR Department of KADO to a standard level.
* Recruited 35 Employees for KADO’s new project based in District Buner Funded by PPAF/LACIP-KFW at 21/7/2013.

**ADMIN OFFICER Dec 2011 - Aug 2012**

**AL Faiha Land Transport LLC Satwa, Dubai, UAE**

* Implemented and monitored ongoing maintenance of all office policies and procedures.
* Managed and ordered supplies within the budget guidelines.
* Provided guidance and expertise to staff in resolving care receiver problems or concerns.
* Developed, implemented and conducted office staff training meetings as needed.
* Designed and implemented staff communications programs in order to ensure ongoing, positive up and down communications throughout the organization.
* Delegated responsibility to appropriate staff to ensure that the day-to-day functions and assigned projects are carried out.
* Coordinated MD’s schedule, appointments, reservations & travel arrangements.
* Organized meetings involving multiple senior executives.
* Greeting visitors & clients to executive office.
* Planned, organized and coordinated functions & special events for MD’s clients.
* Assisted with preparation of business presentations including text, overheads and electronic presentations.
* Prepared and edited internal and external letters, faxes, memos & mass email,

Screening calls

* Maintained the database of all the international customers.
* Properly checked and updated the database, Log book and Inventory record.

**Trainings**

* Attended 1 week training on MIRA.
* Attended 1 week training on DRR.

**ACADEMIC BACKGROUND:**

**Master in Business Administration (HR) 2008-2010**

Newports Institute of Communication and Economics Karachi, Pakistan

**Bachelors of Information Technology (Hons) 2004-2008**

University of Peshawar, Pakistan

**Technical Skills**

MS Office Applications, Hardware & Software maintenance, Internet & E-mail applications, MIS Reporting.

**Personal Information**

Nationality: Pakistani

Status: Married

Languages: English, Urdu & Pashto.

**References will be available upon request**