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| **AATIF**  Mob: C/o 0504753686  Email: [aatif.358636@2freemail.com](mailto:aatif.358636@2freemail.com) |

# Objective

To work in an organization offering high degree of challenge, motivation, responsibility and decision making capacity in the field of HR Management in order to use my skills and experience to achieve the excellence in my profession and organizational goals

# Career Synopsis

* 14 years professional experience in Risk Management and HR Management
* Excel at communicating with stakeholders to provide accurate reporting and information regarding the ongoing projects and initiatives.
* Good coordination and negotiation skills

# Management skills & expertise

* Team Management
* Service Management
* Contracts Management

# Professional Experience

**United Nations Development Program (UNDP), Peshawar, Pakistan**

**January 2011 – December 2015 (5 years)**

**Disaster Risk Management Specialist for Peace and Development Projects**

**January 2011 – December 2015 (5 years)**

* Ensure the adherence to UNDP DRM guidelines throughout the project
* Prepare and maintain all project related reports and keep a track of all funds released by the Project;
* Support the project management in implementation of the project portfolio related to DRM.
* Maintain liaison with PDMA and other relevant entities
* Undertake monitoring and quality assurance function of the project.
* Maintain evaluation and readiness of all partner organizations at district and local levels.

**UNDP Coordination Associate**

**January 2010 – December 2010 (1 year)**

* Collection and presentation of background information for preparation of CCA, UNDCS and related documents.
* Assist in analyzing and preparing policy documents and concept papers.
* Provision of assistance to inter-agency working groups and committees.
* Recording inter-agency meetings and reposting documentation, reports.

**Property Base (PVT) LTD, LONDON, UK**

**January 2003 to December 2009**

**HR Assistant**

* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Provide work force.
* Gathering market and customer information.

# Education

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| From | To | Institute | Degree/Diploma/Certificate | Full Time/Part Time |
| Sept 2007 | Aug 2008 | British Institute of Technology and E-Commerce, Illford, UK | Diploma in Business Administration | Full Time |
| Dec 1997 | Dec 1999 | Peshawar University, Peshawar, Pakistan | Masters of Arts (M.A) in Social work | Full Time |
| March 1994 | Dec 1997 | Islamia College, Peshawar, Pakistan | Bachelor of Arts (B.A) | Full Time |

# Personal details

Date Of Birth : 1st May 1975

Nationality : Pakistani

Sex : Male

Marital Status : Married