**NASRULLAH**

Dubai - United Arab Emirates

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**PROFILE SUMMARY**

* Exercising management skills to apply administrative experience; with strong preference of assessment, judgment and critical thinking.
* Accomplishing multiple tasks simultaneously and working effectively under pressure.
* Ability to effectively coordinate tasks to accomplish projects with timeliness and creativity.
* Rapid learner with strong planning skills recognize for consistently exceeding performance goals.

**ACADEMIC QUALIFICATION**

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| Diploma in Hotel Management | PITHM | 2016 |  |
| Master in Public Administration | University of Karachi | 2007 |  |
| Bachelor of Commerce | University of Karachi | 1995 |  |
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| **PROFESSIONAL EXPERIENCE** |  |  |  |
| Administrator (Education) | School of Public Health | *Jan 2013– Present* | |
|  | Dow University of Health Sciences |  |  |

*(Dow University of Health Sciences is a Sindh government medical university founded in 2003. School of Public Health-DUHS providing quality education to the Post-graduate students and serving an unmitigated role in the field of Public Health)*

**KEY RESPONSIBILITIES:**

* Administrate the 'student life-cycle' from registration/admission till graduation
* Provide administrative support to academic team of lecturers, tutors and teachers;
* Take care of HR activities, public affairs & alumni relations and marketing activities;
* Draft and interpret regulations, dealing with queries and complaints procedures;
* Coordinate with examination and assessment teams;
* Assist in maintain high levels of quality assurance, including course evaluation procedures;
* Develop information systems, reports & statistics for internal and external use;
* Contribute in policy and planning procedures of masters and bachelors programs;
* Prepare & manage department financial budget and ensuring financial systems are followed;
* Member-servicing committees including governing bodies, academic boards, and task groups;
* Liaison with other administrative staff, academic colleagues and students;
* Liaison with partner institutions, other institutions, external agencies, government departments;
* Organize and facilitate in educational and social activities/events.

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| Manager Organizational Development | Kharadar General Hospital | *Jul 2012–Dec 2012* |
|  | A Project-Jan Muhammad Dawood Trust |  |

*(KGH non profit hospital formerly known as Cement Hospital, 200 bedded tertiary care and Post-graduate teaching hospital has been offering quality health facilities since 1936)*

**KEY RESPONSIBILITIES:**

* Create and implement organizational development structure, and talent strategies that culminate in improve organizational and individual results, including performance management; employee engagement, and team building
* Design large-scale change initiatives targeted at system-wide issues, HR, and business unit solutions
* Coordinate with external vendors/consultants, to support the enabling of large-scale organizational deployment of major programs
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*(AKUH is 500 bedded tertiary care teaching hospital and best training and treatment centre in Pakistan.)*

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| Program Assistant - | Civil Society Resource Centre | *May 2009–May2012* |
| WECCB of USA-DHRL (Project) | A Project of Aga Khan Foundation (AKF) |  |

*(Civil society resource centre, formerly known as NGO Resource Centre, works in the frame work of civil society program of Aga Khan Foundation. The centre has been in existence since 1990.)*

**KEY RESPONSIBILITIES:**

* Coordinate for the development of work plans, issue notifications, maintaining the standard monitoring & evaluation system, tracking deadlines for budget, report submission and event management for various programs; I also facilitated capacity development interventions for partners and other stakeholders in several districts.
* Serve as a key member for providing guidance and advisory services to partners for establishing formal human resource management system.
* Work and communicate with partners to develop result framework and data quality assessment tools.
* Provide field-based facilitation for the WECCB project (http://www.csrc.org.pk/humqadam/) through field visits, logistic support for workshops, seminars and meetings
* Communicate and disseminate material along with maintaining good contacts with the stakeholders including government agencies, donors and AKDN institutions.

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| Assistant Operations Manager | Rigzone (Pvt.) Ltd. | *Jan 2007– Apr2008* | |
| *(OilFields, Industrial Equipments, Marine Supply & Services)* | |  |  |
|  Schedule, policies and procedures, achieve service-based revenue goals and facilities maintenance. | | |  |
| Executive Assistant - | The Aga Khan University Hospital | *Dec 2004–Dec2006* | |
| Chief of Emergency Department |  |  |  |

* Key role in arrangement of training, academic sessions, seminars and workshop.
* Managed HR formal procedures and practices for doctor’s performance monitoring.
* Facilitated in arrangement of job interviews and HR record keeping in the department.
* Responsible for preparing performance appraisals according to employee’s job descriptions in Emergency Unit.

**KEY ACHIEVEMENTS:**

* Chief of Department recommended double promotion in short span of time to appreciate my job performance and accomplishments.
* Assisted Dr. Sabeena Jalal (Research Associate – Johns Hopkins University) in her research for “Road Traffic Injuries” in field visits and database management.

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| Executive Assistant - | NGO Resource Centre | *Jan 2003 – July 2004* |
| Information & Communication Unit | A Project of Aga Khan Foundation (AKF) |  |

(*(NGO resource centre, currently known as CSRC, works in the framework of civil society program of Aga Khan Foundation,* *Pakistan. The centre has been in existence since 1990.)*

* Information Centre Database Management.
* Facilitated in implementing the Capacity Needs Assessment (CNA) tools for various partners, along with coordinating and reporting for Focus Group Discussions and In-depth interviews.
* Document, report and present the lessons learned and best practices from the project, provide statistical data for Progress report and presentations.
* Communication and dissemination of information to the partners and stakeholders in the Civil Society Sector.
* Coordination for events, seminars and workshops conducted by CSRC (formerly NGORC).

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| Executive Assistant to Manager Export | Pacific Delta Shipping (Pvt.) Ltd. – | *Jan 2002* | *– Dec 2002* | |  |
|  | Agent - PIL, Singapore |  |
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| Executive Shipping Assistant | Asiatic Shipping Agencies (Pvt.) Ltd. – | *Jan 1995* | *– Dec 2001* | |  |
|  | Agent - MOL, Tokyo |  |  |  |  |
| Shipping Assistant | Gulf Trading & Company (Pvt.) Ltd. | *Nov 1993* | *– Dec 1994* | |  |
| Office Assistant | Ameco Bonded Warehouse | *Jul 1992 – Oct 1993* | | |  |
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**TRAININGS AND WORKSHOPS**

I have coordinated and attended a number of Capacity Development workshops throughout my tenure at the CSRC. A brief description of some of them is given below:

* Project: Women Empowered through Citizens Community Boards (Funded by U.S. Department of Human Rights and Labor) 2009-2011; the project included two types of trainings - firstly Training of Trainers (TOT) and secondly replication of these trainings by the Master Trainers across different regions of Pakistan. The themes included Leadership Skills, Local Resource Mobilization, and Project Development and Management with Gender Mainstreaming as a cross cutting theme. Moreover, I have facilitated in manual development and conducting these workshops for the participants.

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|  Mobilizing Resources for Sustainable Growth – (CSRC) | | *Jul 01-03 2009* | |  |
| 2-day training facilitated by Sohail Mohammad Ali | |  |  |  |
|  Perceptual Mapping -Women Empowerment Module – Write shop | | *June 17-18, 2009* | |  |
| 2-day Write shop for “Hum Qadam” project | |  |  |  |
| Facilitated by Mr. Shahdab Fariduddin by four corners | |  |  |  |
|  Branding and Media Strategy for Nonprofit Organizations – (CSRC) | | *May 27-28 2009* | |  |
| 2-day training on branding conducted by Capacity Development team at CSRC | |  |  |  |
|  Human Resource Trainer’s Training Program – (AKUH &AKPBS) | | *Oct – Nov, 2004* | |  |
| A one month Training of Trainers (TOT) Program conducted by Farhad Karam Ali. | |  |  |  |
|  Report Writing – NGORC |  | *Jul 23, 2003* | |  |
| A one day Training for NGORC staff, facilitated by Mr. Abbas Hussain | |  |  |  |
|  Time (Self) Management – Momentum Inc | | *September 13, 2003* | |  |
| A one day Training by Dr. Zille Elahi. |  |  |  |  |
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| **APPRENTICESHIP & VOLUNTEER EXPERIENCE** | |  |  |  |
| **Apprenticeship** |  |  |  |  |
| Finance Department–Night Auditing | Mövenpick Hotel Karachi | *13 Jun‘14 – 21 Jun ‘14* | |  |
| Finance Department–Accounts Payable | Ramada Plaza Karachi Airport Hotel | *Jan 2014– Apr 2014* | |  |
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| **Volunteer** |  |  |  |  |
| Program Officer | Women Activity Portfolio – | *Jul 2008 – Jun 2010* | |  |
|  | Aga Khan Council for Pakistan |  |
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* Worked with the chairperson as the key support in various projects including Women Activity Portfolio for National Council. I have been coordinating various project activities along with Project Report writing.
* Supervise all regions as a team leader in administrative and financial matters

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