

Muhammad Mehtab Hussain

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OBJECTIVES

Obtaining a position with an outstanding organization where I can professionally utilize my administrative, communicative and creative skills, looking forward to next stage in career or a similar position that offers opportunity for progression.

PROFILE

Quick learner, rational thinker, hardworking, excellent team player, I am always willing to take initiative to accept challenges.

CUTTING EDGE EXPERTISE

- Effective Planning
- Out of the box thinking
- Team Management
- Communication and Presentation
- Time Management

JOB EXPERIENCE

➤ **Federal Urdu University of Arts, Science and Technology, Islamabad**

Job Title: Lecturer, Department of Commerce (Permanent Faculty) (BPS -18)

Job Duration: October, 2017 - Present

JOB EXPERIENCE

➔ **BIRIR DEVELOPMENT ORGANIZATION CHITRAL**

Job Title: Monitoring & Evaluation/ Field Manager

Responsibilities:

Preparing and implementing project M&E related task and donor reporting on the basis of yearly plan of operations outcome basis. Supervising field staff, implementing Community Physical Infrastructures (CPI's) including Disaster Risk Reduction Structures (DRR), Irrigation Channel, drinking water supply schemes and Integrated Water Shed Management Activities. Overseeing soft activities relating to livelihoods enhancement.

Job Duration:

June, 2012 to April, 2015

→ Organization: Integrated Chitral Development Programme (ICDP)

Organization Profile: Integrated Chitral Development Programme (ICDP) is a Local Support Organization (LSO) based in Chitral Town. It was conceptualized in 2005, start working in 2006, got registered under the Companies Ordinance Act 1984 on 29th July 2006. The focused area of ICDP is comprised of 6,250 households, a population of 50,450 individuals living in three union councils i.e., UC Chitral 1, UC Chitral 2 and part of UC Denin. The number of registered Village Organizations (VOs) and Women Organizations (WOs) with ICDP is 170 and 45 respectively.

Job Title: Manager**Responsibilities:**

Supervise and manage the overall performance of staff in the organization. Analyzing, reporting, giving recommendations and developing strategies on how to improve quality and quantity. Achieve business and organization goals, visions and objectives. Involve in employee selection, career development, succession planning and periodic training. Working out compensations and rewards. Responsible for the growth and increase in the organizations' finances and earnings. Identifying problems, relating choices and providing alternatives courses of actions. Implementing Community Physical Infrastructures in the targeted area.

Job Duration: March, 2011 to May, 2012

JOB EXPERIENCE**→ Organization: EPI/ World Health Organization (WHO)**

Organization Profile: WHO is the directing and coordinating authority for health within the United Nations system. It is responsible for providing leadership on global health matters, shaping the health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health trends.

Job Title: Campaign Support Person (CSP)

Responsibilities: Independent Monitoring of Polio Eradication Initiative for World Health Organization. Facilitating the smooth functioning of the programme through public meeting involving the Community and Religious Leaders. Training to Area In charges and Team Members of the Programme. Reports to Surveillance Officer.

Job Duration: 20/09/2010- 30/03/2011

→ Organization: Zuhoor Education Network Chitral

Organization Profile: ZEA is a Network of schools which are targeted in far-flung areas of Chitral where the children are of low-income families can't afford to get quality English medium education, due to soaring prices of tuition fee.

Job Title: Coordinator

Responsibilities: Monitoring and Evaluation of schools and the other project relating to schools including skill development, environmental education in formal system.

Job Duration: Since 2003

INTERNSHIP

- Worked in the Ministry of Food, NWFP under National Internship Program Of Government of Pakistan. (01/04/2010 26/08/2010)
- Sayya Foundation FUUAST Islamabad. (6 Months)

A foundation with the aim of giving financial assistance to Students the family of whom were internally displaced

Trainings

- 02 Days Operations and Maintenance Training (IC-W4L/IRM, Islamabad)
- 06 Days Training of Trainers on Participatory Monitoring & Evaluation (SRSP-LPH)
- 03 Days Training on Dry land afforestation, water harvesting, Bio-engineering, Disaster Risk Reduction, Conflict Resolution and Implementing of activities in watershed Management (IC-LPH)
- 05 Days Social Mobilization Training (IC-W4L-IRM, Islamabad)
- 03 Days Social Mobilization Training (IC-W4L-IRM Islamabad)

ACADEMICQUALIFICATION

- ➔ **MBA Second Specialization in HRM (MS)**
Institute of Management Studies, University of Peshawar
- **MBA Marketing**
Federal Urdu University of Arts, Science & Technology Islamabad
- **BBA (Hon's) 4 Years** (Specialization in Marketing)
Federal Urdu University Of Arts, Science & Technology Islamabad
- **Intermediate** (Pre-Medical)
Sayurij Public School & College Chitral

PERSONAL

CNIC: 15201-8663527-7
Domicile: Chitral
DOB: 25th Dec, 1985
Marital Status: Married
Nationality: Pakistani
Religion: Islam
Mailing Address: Federal Urdu University of Arts, Science and Technology,
Department of Commerce, Office # 3015, Block # 3, Near Bahria Enclave Islamabad

Language Proficiency

- English
 - Urdu
 - Khowar
 - Pushto
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Reference:

Will be furnished on demand