

SHAFIQ UL MULK

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A highly motivated person with a comprehensive and strategic understanding of HR, business and technical issues and organizational change. Able to devise and implement coherent HR strategies whilst improving internal processes and procedures within a demanding environment, project deadlines and budgets.

Areas of Expertise

Project Management. HR Management • Operational Management • Managing Change •
Recruitment • Team building - Leadership • Health and Safety • Training and
Development • Board Level Presentations • Budgeting • Contracts • Cultural
Development • Audits

FORMAL EDUCATION:

MS(Human Resource Management) FUUAST Islamabad. 2014

BBA Hons(Human Resource Management) FUUAST Islamabad. 2008

Intermediate (Pre Engineering) SPS Chitral. 2002-2004

WORK EXPERIENCE:

Currently working as a lecturer in FUUAST from 2013 to till date

**Three years Working experience in USAID - IOM Mission (FSP) Working in
Pakistan as an“Admin and Grant Officer” Jan 21”09 to 2013.**

FSP is a USAID funded project work for the development of FATA, the main purpose is to support the broad based conceptual vision to integrate FATA in to main stream of development processes else where in the country, the main objectives is to achieve a synergistically coordinated implementation of development initiatives for sustainable development of FATA. As work performed in this positions is

- Provide Support to the management at planning, monitoring stage of budget.
- Keep track of donor's information regarding the financial conditions.
- Responsibilities for maintaining efficient accounting / financial system for emergency response.
- Monitor the use of approved budget and verifying the accounts.
- Supervise financial transaction of funds received and spent in compliance with the organizational policies,
- Making and designing the POC Formation Certificate of the approved grants.
- Making and designing the POC Undertaking Certificate of the approved grants.
- Making grant agreement of the approved grants.
- Reviewing the budgets, Media and monitoring plan, IEE report ,site visit reports, CCJ report, technical drawing, specification and abstract quantity and cost required for grants development in the yellow light stage.
- Manage the database of the grants.

Others: I am maintaining the Grant Matrix when the Grant Manager is out of office or busy in other Grant related tasks, I also updating the financial links to each individual Grant, tracking of missing documents from the team leaders and field officers with the help of Desk Officers, also in touch with operation and logistic for Contract Agreement related activities.

Professional Experience:

Work in HR Department Jang Group of Companies Rawalpindi (2006-2007)

Jang Group of Companies is a subsidiary of the independent media corporation, it has its headquarter in Karachi, it is one of the Pakistan largest groups of newspaper and the publisher of Urdu newspaper the daily jang, The News International, Mag Weekly and Awam, it is being published from Lahore, Karachi, Rawalpindi, Quetta and London, Jang has the largest circulation in Pakistan.

In HR department work performed,

- Planned, developed and implemented a strategy for HR, including recruitment policies, quality procedures, discipline, grievance, counseling, pay and conditions, contracts, training and development. range of business tasks.
- Ensured other departments understand all necessary aspects and needs of HR development, objectives, purposes and achievements to upper level.
- Evaluated training programmes for staff and implemented new training solutions that met the needs of the business and the people. Follow-up research concluded, improved budgets, increased profits and improved morale..

. TECHNICAL SKILLS

Microsoft Office

Internet

Windows 9x/NT/Longhorn/Vista

SECURITY TRAINING: Security Awareness and Induction Training (SAIT) under UNDSS
System w.e.f. July 20' 09 to July 23' 09

PROJECTS: Recruitment and Selection Process Of Pakistan Tobacco Company.

LANGUAGE: Oral and written communication skills in the following languages...

Chitrali.

Urdu

English

Pashto

Punjabi

LEISURE: Searching online Different Companies Recruitment and Selection
Procedures, Playing Football and cricket.

PERSONAL PROFILE:

Good Name	:	Shafiq Ul Mulk
Father's Name	:	Sarwar Ul Mulk
Date of Birth	:	18 June 1986
NIC No	:	15201-1170237-5
Marital Status	:	Married
Religion	:	Islam
Domicile	:	Chitral (Khyber Pakhtunkhwa)
Permanent Address	:	Village & P/O Broze, Tehsil Chitral, District Chitral (Khyber Pakhtunkhwa) Pakistan

