

WAJAHAT YAQUB S/O BENJIMEN YAQUB

H No.23-A1- BOR Society Johar Town , Lahore

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Objectives

“I want to be a part of a dynamic organization to demonstrate my confidence and potentialities”

Education

2017 MS Project Management (Superior University of Lahore)

2010 MBA(HRM) (Institute of Management Sciences Hayatabad Peshawar) with 3.2 CGPA

2008 BA (Statistics and Economics) (Fazaia Degree College Peshawar)

2006 HSSC (Fazaia Degree College Peshawar)

2004 SSC (Fazaia Degree College and School Peshawar)

Work Experience

Punjab Information Technology Board W.E.F (06/ 11/2017 till date) Working as Program Manager

Responsibilities

- Plan and monitor the project with regards time, cost, resources and the quality of the Services.
- Direct and motivate the resources assigned to the Project Team.
- Prepare Project, Stage and, if necessary make Exception Plans in conjunction with Project Team and agree them with the Project Director.
- Managing progress and project reporting for all technical resources assigned to the project.
- Creating and maintaining comprehensive project documentation.
- Plan and schedule project timelines and milestones using appropriate tools.
- Develop and deliver progress reports, requirements documentation and presentations.
- Responsible to ensure 100% supervision & management of the implementation team liaison with HQ via concerned should pass on instructions to implementation team via PD
- Responsible equally for “Implementation” – Should work hand in hand to resolve issues Responsible to conduct a joint meeting with technical lead discuss issues/challenges regarding software as well as process improvements .
- Responsible for the monitoring visits in fields in Punjab and meetings meeting with Head of Department and other Government officials
Responsible for the development of referrals and linkages with Government department and PITB.

Work Experience

New lights Aids Control Society W.E.F (01/ 04/2017 till 31st October 2017) Worked as Project Manager in Care and Home Based Centre Gujrat

Responsibilities

- Responsible for monthly and quarterly report writing , documentation and record keeping with the assistance of staff and according to Global Fund demand
- Responsible for submitting of monthly and quarterly report to donor by 1st of next month monitoring of MIS data and provide assistance to DEC for generating reports
- Responsible for the monitoring visits in fields in Punjab
- Responsible for the development of referrals and linkages with hospitals / formal health care providers

- Responsible to assist the Chief Executive in implementation and management of the project
- Responsible to perform all the management work regarding project from its implementation to Evaluation
- Responsible for the planning , designing , monitoring and management of all official work and field activities regarding Project
- Responsible to assist in monitoring visits by PACP , NACP , LFA and other team when ever needed
- Responsible for the development of Monitoring and evaluation plan of the project
- Responsible to take part in reporting , organizing and monitoring of all other activities of New Light besides Global Fund Project Round.

Work Experience

CARITAS PAKISTAN MULTAN W.E.F (1 /07/2015 till 31/03/2017) worked as Project Coordinator in Disaster Risk Reduction and Emergency Response in Multan .

Responsibilities

- Ensure clear communication among all group involved in successful delivery of Projects . this includes day to day communication with clients , coordination with other client services groups , vendors and partners and communicating project milestones to internal and external stockholders.
- Set up and implement strategy for successful completion of new and ongoing projects to be delivered on time, on budget and on scope .This includes project delivery timelines , effective sample plans, identifying projects risks and developing risk mitigation plans and managing changes in project scope and providing alternate solutions.
- Manage all post-delivery needs including confirmation project close with key stakeholders , debriefs and creating rebound opportunities and assuring client satisfaction.
- Resource allocation and Coordination with government and other welfare organizations
- Project Schedule delivery adjusting , tracking , and enforcing
- Ownership and management of project material , consolidating and up keeping ,updating , distribution of material to support group
- Infield and post field project debriefs
- Project case studies upon error or fiction

Work Experience

HELPAGE INTERNATIONAL and TROICARE with Implementing Party UMEED FOUNDATION W.E.F (01/11/2014 till 31/03/2015) as Project Assistant in Emergency Food Security and Livelihood Support to Vulnerable Flood Affected Population In Muzaffargarh UC Chak Farazi

Responsibilities

- Computation reports of Need assessments and early base line of affected areas.
- Visit with Mobilizers team to affected villages and computation of village profile and collecting data of beneficiaries
- Conducting Focus Group Discussion and Broad Based Community Meetings
- Incorporating, reviewing and endorse data to data base
- Carried out Data analysis, data saggrated, and data maintenance for all kind of action taken reports for executives
- Computation of visibility banners and all necessary arrangements for Distribution of NFI kits (Winter Kits) in 16 villages of UC Chak Farazi.
- Cash Disbursements for conditional and unconditional cash grand's and Activity report, action taken report, trouble shooting report to Coordinator, Project Manager. And HELPAGE INT.
- Computation of visibility banners and all necessary arrangements for Distribution of Mobility Aids among Disable Persons in 16 villages of UC Chak Farazi
- Necessary Assistance to HELPAGE INT and TROICARE Officers in Visits for FGD, Verification of cash points, Sensitized Workshops, Case studies and in all necessary needful achievements of the project
- Computation of weekly reports, Midterm Reports, Project Complete reports of project activities. Emails, project activity reports and providing all types of project assistance to Donors.
- Necessary assistance to Project Coordinator about in all project interventions, requirements and reporting senior management and Donors.

Work Experience

Worked as Human Resource Officer at RMI (REHMAN MEDICAL INSTITUTE)W.E.F(01/ 06/2012 till 22/10/2014)

Responsibilities

- Dealing with all of the recruitment needs & employment issues of the organization. Ensuring the timely recruitment of new employees into the business from the initial Job offer being made through to their induction into the company including offer Letters and contracts etc.
- Dealing with redundancies, gross misconduct, and maternity leave issues. Assisting in the short listing of suitable candidates from applications. Dealing and advising on disciplinary and grievance procedures. Developing & improving existing HR procedures and processes. Making sure that any promotions, transfers and pay rises take effect as planned. Assisting in the set up and maintenance of the candidate databases.
- Conducting inductions for new employees.
- Conducting interview with job applicants, asking relevant questions. Conducting pre-employment checks on job applicants i.e. references, medical , Approval, academic etc.
- Working for All the needful requirements for Recruitment and selection, Training & development, Performance Management, HR policies and procedures including Employee Compensation and Benefits, attendance and record.

Internship

Human Resource Internee at RMI (REHMAN MEDICAL INSTITUTE). W.E.F (1/03/2012 till 31/05/2012

Research Projects

- Research project on personality and feeling of Incompetency in education sector.
- Research project Safety Training Need Assessment in Building Construction in Pakistan

Skills

- Efficiency in completing tasks (Speed)
- Accuracy in the following and carrying out instructions (Communication)
- Speed of Learning new skills (Learning aptitude and attitude)
- Daily Office attendance (Punctuality)
- Excellent verbal/written communication skills
- Having nice etiquettes of Phone, Correspondence and Social Interaction
- Having high degree of professionalism and diplomacy skills
- Proficiency in all Microsoft Office applications
- Can arrange meetings with great efficiency
- Can work in Multicultural environment
- Having quality of developing congenial and cooperative environment with professional colleagues
- Fluent in English
- Polite and Pleasant Personality
- I can work on Microsoft Word ,Microsoft Excel (With Full Options), Microsoft PowerPoint , Internet & Email.

Personal Particulars

- Date of Birth: 15th March 1988
- Nationality: Pakistani
- Gender : Male

Trainings

- Call Centre Training
- Photography
- Teaching of various academic subjects
- Work in Call Centers
- Training of Effective communication
- Training for Trainers

Computer Skills

- Ms Word
- Ms Excel
- Power Point
- MS Project
- SPSS

Languages

- English
- Urdu
- Pashto
- Hindko
- Punjabi
- Sariki

