

**MAAZ RASHID****Father name:** Rashid Ahmad**CNIC:** 17301-5203890-1**DOB:** 12-12-1986**Domicile:** Peshawar**Address:** House no 25, Street#1, Rasheedabad, Charsadda road Peshawar**Contact:** 091-2582385**Cell no:** 03459113521, 03049927592**E-mail:** [maaz86leo@yahoo.com](mailto:maaz86leo@yahoo.com)**OBJECTIVE**

To pursue career in a dynamic organization which encourages involvement with proactive team efforts, utilizes and enhances my skills and competencies in concern field.

**PROFESSIONAL EXPERIENCE**

**Project Officer** 24 September 2019 to 10 January 2020

**HPC Habib Physiotherapy Complex (UNHCR Project for Refugees Disabilities) - Peshawar**

- Implement the project activities i.e. Assessment & Treatment Phase in close coordination with project participants.
- Manage and supervise project activities through project life cycle. During Assessment phase, 558 x Patients with Disabilities assess as per UNHCR Survey reports about which 150 x Patients with Disabilities shortlisted for further treatments and providing supportive devices. Disabilities i.e. Hearing, Speech, Physio, Visual, Psychic.
- Represent Organization in Daily, Weekly and Monthly progress review meeting with partner organization. Coordinating with field staff regarding daily basis data providence.
- Data compilation and Data validation by using MS office tool.
- To help facilitate project-related meetings, including devising of agendas.
- To actively manage project reports to ensure reports are delivered within time.
- To document activities and report to communicate project findings and activities.
- To provide technical and management support to project team.

**Accountant BPS-16**

15 October 2018 to 13 July 2019

**Khyber Pakhtunkhwa System of Technical Vocational Education Training KPSTVET- Peshawar**

- Maintaining Ledger, Cash book, Invoices, Payment Vouchers, Cash Payment Vouchers, Receipt Vouchers Reconciliation, Financial Statement, Balance Sheet, Operational Budget and non-operational budget.
- Managing Student Fund and Operational Fund Accounts and their reporting to Head Office Finance Department.
- Managing Petroleum Oil Lubricant POL such Driving Training Vehicle consumptions and Heavy Duty Generator Oil. Also working on expenditure cost reduction by using different tools.
- Maintaining online IMS KPSTVET system comprises of different modules. The application is introduced for centralized daily basis reporting.
- Preparing reports for Trade Testing Board Peshawar and Bank drafts regarding student's enrollments in different program and submitting to Trade Testing Board Peshawar.
- Managing and preparing plan for arranging training materials required for different courses and program running under Technical education , NAVTTC and TTB.
- Taxation of demand to provide rate to supplier/vendor for further purchasing and coordination.

**Junior Executive Monitoring & Compliance**

29 October 2015 to 13 May 2017

**National Database and Registration Authority- Peshawar**

- Working on Schedule Visits of M&C Team and to discuss with AD, DD For further approval.
- Arrange Check list Performa for Visits.
- Working on Financial report on daily basis intimate before visit according to schedule and reconcile the Collections and Deposits according to NCMS, MFCRS, DCRS, Bank MIS.
- Coordinating and Visiting to different Region of the province according to schedule.
- Coordinating with Monitoring & Compliance Team in Reporting. Drafting and composing Inter office Note and Reporting.

**Junior Executive Internal Audit**  
**National Database and Registration Authority- Peshawar**

12 May 2012 to 25 October 2015

- To assist the Regional Audit Incharge in terms of day to day operational and administrative activities, performing tasks assigned by the Regional Audit Incharge for the completion of audit assignment, Coordinating with the Regional and Headquarter teams during the audit.
- Possess a working knowledge of the NADRA processes; policies and procedures; governance practices; and related regulatory obligations.
- Conduct audit of RHO, NADRA Registration centers and ongoing projects as per standard audit procedures and according to approved Internal Audit plan.
- To Review the Technical, Administrative and Operational SOPs are implemented in true letter and spirit in the DAU’s.
- Financial data comparison between NIS, Oracle Database and data provided by NRC.
- Check adequacy and fairness of expenses occurred.
- Also check the operational and administrative SOPs in NRCs defined by higher authorities.
- Cover the administrative and financial aspects including review of bank statement, reconciliation and assure revenue collection.
- Prepare and present the audit reports to regional Director General for discussion and submit to Director Internal Audit.

PHILINTHROPIC SERVICES

- **Institute of Business Administration IBA Karachi**  
Brand Ambassador KP for Online Entrepreneurship Program IBA-OEP 3
- **Amazon Associate**  
E-Commerce activities. Selling and buying.
- **Volunteer - ROSTER NUMBER - 1736932 - Active**  
UN | Volunteers -United Nation Volunteers  
Assignment based task, Community mobilization, Vocational training, Skill Development, Social Activities.
- **Alison** – (Alison was founded in Galway, Ireland, in 2007) Alison is one of the world’s largest free learning platforms for education and skills training.  
Active Member working as blogger and translator of different courses in native language. Successfully got certifications.
- **Active Citizen Organization (ACO).** The purpose of this organization is to unite optimistic approaches and ideas on unified platform.  
I have done task/activities i.e. Community Mobilization, Skill Development & Empowerments, Volunteerism. Successfully covered different tasks.

EDUCATION

<b>MS: Management Science</b> <b>Abasyn University Peshawar</b>	(3.77/4.00 GPA) Session 2016-20
<b>MBA: Finance</b> <b>Agriculture University Peshawar</b>	(3.43/4.00 GPA) Session 2008-09
<b>BSc: Computer Science</b> <b>Government Superior Science College Peshawar</b>	(312/550) Session 2005-07
<b>FSc: Pre Engineering</b> <b>Government Superior Science College Peshawar</b>	(665/1100) Session 2004-05
<b>SSC: Science</b> <b>Benevolent Public School Kohat Road Peshawar</b>	(598/850) Session 2003

## SKILLS

- Monitoring and Compliance
- Blogging
- Administration and Management
- Time Management
- Word Processor and Typist
- Reporting
- Data Compilation and Validation
- Reading Comprehension
- Office automation.
- SPSS Statistic Package for Social Sciences tools
- Internal Audit.
- Freelancing

## CERTIFICATION / TRAINING

- Office automation
- Networking CCNA (fast track course)
- Internal Audit
- Digital Business Communication (KPYEP,KPITB)
- Project Management (Bitdegree )
- Coronavirus awareness and Management ( Alison)

## REFERENCE

Muhammad Kashif Kamal **Director** (Ministry of Human Rights) Islamabad  
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