

BAKHT MUHAMMAD



MA ECONOMICS

OBJECTIVE

To join a dynamic Organization in which I can enhance my knowledge and skill. Where I meet with new challenges and give 100% to me organization through my abilities and achieve the goal of the organization effectively and efficiently. To undergo extensive training with an organization where I can practically experience my academic curriculum and the requirement to become an effective part of success in organization through commitment, interest, and continuous improvement

❖ PERSONAL DATA:

- **Father Name:** Ghazan Khan
- **Gender:** Male
- **Marital Status:** Married
- **Nationality:** Pakistani.
- **Religion:** Islam
- **NIC:** 15401-0719089-9
- **D.O.B:** 20-02-1969
- **Domicile:** Malakand {Khyber Pakhtunkhwa} Pakistan
- **Address** Village Kachi, P.O.Ghawar Kali, Tehsil Dargai, District Malakand Khyber Pakhtunkhwa, Pakistan
- **Email:** sahara.malakand@gmail.com
- **Mobile:** +92 345 9032266 +92 300 9301314

❖ QUALIFICATION:

Degree/Title	Session	Institution	Board/University	Marks/C GPA	Division
MA. Economics	2017	Department of Economics	University of Peshawar	3.2/4.0	1 st
BA .Economics ,Statistics	2014	GDC Dargai	University of Peshawar	832/1100	1 st
FA	2011	GDC Dargai	B.I.S.E. Malakand	771/900	1 st
SSC	2008	Government High School Badragga	B.I.S.E Malakand	662	2 nd

Curriculum Vitae

Major Courses:

- Micro Economics
- Problem of Pakistan
- International Economics
- Banking
- Organization Behavior
- Macro Economics
- Labor Economics
- Economy of Pakistan
- Human Resources
- Statistics

❖ SKILLS

- Hardware
- Internet (Attachment , Browsing, Mailing etc)
- Ms Windows, MS Word, MS Excel,
- MS Power Point, adobe photo shop,
- Excellent Presentation Skills.
- Keeping & Maintaining official Data and Assets.
- Excellent Interpersonal skills.

❖ EXPERIENCE

Making project proposal, project implementation & Project Reporting
Making policy issues, social issues and environmental issues for the project
Making project costs and existing funds, provisional budget and version control
Making document for rehabilitation and reconstruction, for Transgender communities since 2008 in Pakistan
Recommendations for primary and secondary water distribution systems
Operation & maintenance (O&M) program
Identification of sources of water supply by type, quantity and cost
Identification of water treatment plant sites
Making feasibility studies WAT/ SAN project
Responsible for making project and survey
Preparation in village profile
Preparation of local organization like CCB& CBO
To keep informed country director about the availability of funds
To manage the finance of one project with the help of accounts departments
Following the proper procurements procedure for non-food items (NFI) & WAT/SAN materials
Dealing with supplier supporting auditors
Making in weekly progress report and submit to Country Director

❖ Workshops/ Seminars /Trainings & Conferences

Attend 03 days International Workshop on Dairy Science Park, HEC Pakistan
Attend 03 Days Workshop on Healthcare in the 21st Century, COMSTECH Islamabad
Attend 01 Days Seminar on ICTS for Climate Change & Disaster Management, Islamabad
Attend 04 Days Training Provincial Youth Forum OXFAM Pakistan
Attend 02 Days Training Business Start up SZABIST Islamabad
Attend 02 Days Campaign “Go Green Rally” HEINRICH BOLL STIFTUNG Pakistan
Attend 03 Days Training Workshop, Directorate of Culture Khyber Pakhtunkhwa
Attend 02 Days Training Course “Elements of Emergency Action” redr UK
Attend 02 Days Workshop “Strategic Foresight for SDGs UNDP, Pakistan
Attend 04 Days Training “Impossible Take A Child School” British Council Pakistan
Attend 03 Days Residential Training” Anti-Sexual Harassment Legislation” MEHERGARH
Attend 10 Days Residential Consultation Workshop “Shrinking Space for Civil Society “
Attend 03 Days Workshop “Defence, Deterrence & Stability in South Asia “IISS London
Attend 01 Days International Seminar on “Nuclear Non-Proliferation Arms Control & Disarmament Contemporary Challenges & Prospects” CPGS & Konrad Adenauer Stiftung KAS

LANGUAGES

- Excellent speaking & writing skill in English, Urdu & Pashto.

❖ Reference