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### **Objective:**

Accept and enjoy the new situation and challenges, make positive contribution towards the given position, increase the wealth of the institution by applying my experience and enhance the knowledge, abilities and skills by contribution.

### **Profile**

- Experienced Management professional with key strengths & accomplishments in overall Administration Management, Administration Management of personnel, Administrative Management of mission, Stock Management, HR Management including end to end Recruitment, Performance Management, Staff Data Management, Expat Management, Processing of entitlements and benefits, Payroll Administration, Leave Administration, HR Strategy and Implementation of National Staff HR Policy, Induction/Briefing, Job profiles, Staff Development, Contract Management, Logistics/Procurement Management, Project and Team Management, Budget Management including Budget Monitoring/Budget Follow Up, Financial Monitoring, preparation of new budget proposal & narrative reports, Partner Management, Finance/Accounting Management, Fund Management, Forecasting, Fund Requests, Auditing, Cash Flow Management (bookkeeping/Bank/Cash process etc.),Planning, Organizing & Supervising, monthly/quarterly reporting and/or any other reporting required as per the project need, Communication, Capacity building & Coaching, Documentation Management, Networking, Coordination and liaising with State/District level Government departments.
- Worked for highly professional and International organizations like Médecins Sans Frontières, Christian Aid UK, Handicap International-France&, Save the Children etc.
- **I have also worked in Dubai-United Arab Emirates.**
- **Multitasking manager**, motivated and analytical thinker with effective communication skills.
- During my tenure with different International Organizations I had multiple roles & responsibilities to play so that the organization functions smoothly and effectively and to achieve organizations goals. Some of my roles include but were not limited to; to administer, plan, Organize, coordinate, Execute, Report, Supervise, Support, Guide, Analyze, monitor etc.
- A strong Management background, thorough understanding and practical experience. Highly developed management skills; strong leadership, negotiation, analytical skills, training and team building skills and a proven track record in delivering results through team-based working. I have proven experience in Admin/Human Resources/Finance/Accounting/Logistics/Procurement Management etc.

### **Key Skills**

- Adept negotiation plus excellent liaising and social skills
- Showing leadership skills plus managing qualities
- Excellent Interpersonal, motivational, Analytical, Administrative and organizational skills with the flexibility to work in demanding situations
- Excellent verbal and written communication skills
- Self-motivated plus adaptable to any kind of situation, and having an excellent Analytical skills.
- Detail & result oriented, accuracy, creative, constructive, and a good decision maker
- Multi-tasking Manager with problem solving ability
- Excellent Computer skills-MS Office Skills (Word, Excel, PP, Outlook, Homere, Unifield etc.)
- Professional, proactive, independent and committed
- Ability to prioritize my own work (self-starter) and well organized

### **Educational Qualifications:**

#### **Master of Business Administration (HR), (2010 – 2011)**

- Master of Business Administration from Sikkim Manipal University – India (SMU)

#### **Bachelor of Sciences (1998)**

- Bachelor of Sciences in the specialized areas of Chemistry and Bio-sciences from University of Kashmir, Srinagar

## Post Graduate (Hons) in Computer Applications (2005)

- Diploma in Computer applications from National Computer Institute, Jammu, J&K

Sr. No	Organization	Designation	Period
1	Médecins Sans Frontières (MSF) –OCB	Project HR/Administration and Finance Manager, Andhra Pradesh/Telangana State-India	Nov 2017 till 13 <sup>th</sup> Sep 2019
2	HDC/Handicap International-France	State Project coordinator , India	June 2017 – Nov 2017
3	Save the Children	State Project Coordinator, Lucknow, Uttar Pradesh	1 <sup>st</sup> April 2015 – April 2017
4	AR. Overseas (Dubai-United Arab Emirates)	Business Development & Administration Manager	June 2014- March 2015
5	Sanguine Info tech Pvt.Ltd. (India)	Human Resources and Administration Manager , India	July 2012- May 2014
6	Handicap International – France	Project Finance & Administration Manager Promoted as Head –Support Services Department , India	Dec 2009 – April 2011 May 2011–June 2012
7	Christian Aid – UK	Regional Administrator for South Asia, India (New Delhi)	Nov 2007 – Nov 2009
8	Médecins Sans Frontières (MSF) – Holland	Project Administrator , India	Aug 2001-Nov 2007

### Professional Experience:

#### Trainings

- Management Course organized by Handicap International-France, Nepal 2011.
- Security & first Aid training by Christian Aid-UK, New Delhi 2009.
- Management Course organized by MSF-Holland, New Delhi 2007.
- Computer Networking Course, University of Kashmir, 2000.
- Tally, 2001

#### Languages

- Excellent command on English, Urdu, Hindi both in written and spoken.

#### Exposure and Additional Experiences

- Administering and Coaching of Administrative, Human Resource, Finance, Logistics/Procurement and Projectteam.
- Line management, support and supervision of Administrators, Human Resource, Finance,Logistics and Partner team.

#### Achievements

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- Have been sent to work in different project offices to provide any kind of related support, supervision and guidance
- I have gained more than 12 years of experience in International Organizations in running and/or managing the projects.
- Have received appreciation/recommendation letters from each organization where I worked for my excellent work.

#### Travel Experiences and Other

- I have travelled to Amsterdam, Sri-Lanka, Bangladesh and United Arab Emirates etc. for various professional activities.
- I have gained very good travelling experience and besides having travelled to various states of India (Mumbai, Uttar Pradesh, Bihar etc.) as part of my job at MSF, Christian Aid, HI-France and Save the Children.
- Driving license; LMV ( Light motor vehicle-Indian License)

#### Area of Interest

- Travelling

- Sports-(Cricket, Badminton, TT etc)

## Professional References

Sr.No	Name	Organization	Email ID	Contact No.
1	Mufti Imran	Save the Children, Currently in UK	muftiimran@gmail.com	+447397818844, +447459678932
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3	Majid	Sanguine Info Tech Pvt.Ltd	majid.shah@san.net.in	+919419077548
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