

Residence: "Takht Bhai Kor", Street 6, Prince Road, Bara Kahu, Islamabad, Pakistan
Date of Birth: 17 February 1948 **Nationality:** Pakistani
Tel - Mobile: +92 300 854 2300 **Married, with 3 children**
Email: takhanglobal@gmail.com

Highlights

- Over 30 years of experience with a strong environmental awareness, excellent writing skills, and an exceptional ability to find innovative solutions
- Highly experienced in navigating multi-functional and multi-cultural teams through changing business and challenging environments
- A highly organized professional with vast experience in providing thorough and skillful support and guidance to functional and departmental managers
- Experienced in analyzing clients' organizational, HR and business operational needs and providing support to help achieve goals and sustainable and friendly high performance work systems
- High level experience in training development and delivery, motivation and team building, leadership skills development, and technical project management
- Excellent experience with international companies in developing, implementing and managing complex projects in a timely fashion and within budgetary parameters
- Hands-on and practical experience of organizational diagnosis and the design and facilitation of structural changes, together with staffing re-assignments and re-alignments for maximum effectiveness

Experience Discipline, Organization & Duration

Work Discipline	Organization	Years
Finance and auditing	Firms of Chartered Accountants – UK	7
Finance, budgeting & cost control	Aga Khan University Hospital & Medical College, Karachi	3
<ul style="list-style-type: none"> • Project management • Contract administration & management • Budget control & monitoring 	USAID, Pakistan	8
<ul style="list-style-type: none"> • Finance • Personnel – HR management • Administration – infrastructure & office management, procurement, protocol, travel & transportation, security and IT 	Asian Development Bank	15
<ul style="list-style-type: none"> • Organizational development • Stakeholder engagement strategy • Strategic & business plan development 	Tethyan Copper Co	1
<ul style="list-style-type: none"> • Change management planning and management • Budgeting & cost control • Organizational development – skills gap analysis & business process re-engineering • Aligning employees with corporate goals • HR policies and procedures – complete talent management cycle, including training and capacity building programs • Developing bidding documents, evaluation of proposals, and contract award 	USAID Power Distribution Program	5
<ul style="list-style-type: none"> • Logical Frameworks • Personnel, finance and strategic advisory services 	Independent Consultant	1.5
Communications – writing & verbal, presentations and briefings	Mainly USAID, ADB and TCC	25 +

My strengths are in taking meaningful initiatives, resource-planning, implementation management and effective communication skills. I have represented my organization at different forums, made high-level presentations, developed concept papers, presented briefing papers, and played a key role advocating the organization's role, contributed major input to the development of organizational strategic plans, and helped strengthen internal and external relationships and coordination.

Employment Brief

1. Oct 2010 to Sep 2015 USAID Power Distribution Program
Director, HR & Change Management
2. Oct 2009 to Oct 2010 Tethyan Copper Company Pakistan (Pvt) Ltd
Senior Advisor, Admin / HR
3. Mar 2008 to Jul 2009 Syed Brothers Construction Company
Partner & Director Finance / Admin & Management Consultant
4. Aug 1992 to Feb 2008 Asian Development Bank - Pakistan Resident Mission
Head, Finance / Administration
5. 1984 - 1992 US Agency for International Development, Pakistan
Program Manager, Power Distribution Program
6. 1982 – 1984 Aga Khan University Hospital & Medical College, Karachi
Assistant Manager, Budgeting
7. 1975 – 1979 Robson Rhodes, Chartered Accountants, UK
Articleship
 1979 – 1982 Crane & Partners, Chartered Accountants, UK
Senior Auditor

Academic & Professional Qualification

- | | |
|---------------------|--|
| Member | Inst of Financial Accountants, UK |
| Member | Inst of Public Accountants, UK / Aus |
| B. Sc. Econ Honours | London School of Economics, London, UK |
| B. A. | Edwardes College, Peshawar, Pakistan |

Professional Training & Development

Attended / participated in a number of workshops, courses, such as:

- Contract Management & Administration / Contract Negotiations
- Procurement of Goods & Services
- Cost and Price Analysis
- Project Implementation
- Management Information Systems
- Personnel Management
- Managing Performance through Effective Appraisal & Counseling
- Improving Personal Effectiveness
- Consulting Services - ADB

Illustrative List of Training Workshops that I have conducted

- Finance for Non-Financial Professionals
- Communication Skills
- Modern Concepts and Practices in HR
- Professional Excellence of Women
- Change Management Strategy, Concepts and Steps
- Organizational Assessment & Restructuring
- Performance Management Evaluation

Computer Skills

Hands-on experience in MS Word – with advance skills in Word, Excel and Power Point

Languages

Proficient English; Urdu; Pushto