

SHAHID JAVEED

TVET Professional



Jan 08-1991



Malakwal, Dist: M.B.Din
Punjab, Pakistan



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Education

MS. Project Management

The University Of Lahore,
Lahore. Pakistan

2018-2020

B.Sc. Mechanical Engineering Technology

University of Engineering Technology,
Lahore. Pakistan

2012-2016

D.A.E HVAC

P.B.T.E LAHORE

2009-2012

SKILLS

- Effective communication
- Career Counseling
- Program Management
- Industry Trends Research
- Organizational Management
- Problem Solving
- Data Analysis and Evaluation
- Budgeting and Resource Management
- Learning Strategies
- Computer literate

SUMMARY

Experienced TVET Professional, Bringing 6 plus years of expertise in managing Vocational Training Programs. Adept at strategic planning, program effectiveness, improving curriculum, and enhancing student outcomes. Seeking an opportunity in forward-thinking organization to contribute my expertise in promoting of Quality Assurance, Industry Engagement, Instructor Training, Career Counselling, Research and development, M&E, and Technopreneurship

Work Experience (6 plus years)

Faculty Member (contractual) – 04/04/2017 to Present

P (TEVTA) Govt. Technical Training Institute BHERA, Punjab, Pakistan

As Faculty Member Working in Mechanical, and HVAC Department, where, My Responsibilities are,

- To Create and update course materials, including lesson plans, instructional guides, and assessment tools, to ensure relevance and effectiveness.
- Prepare and manage Program Budget, Resource allocation for maximum efficiency.
- Set Material specifications and actively participate in procurement procedure, and Inspection of training material.
- Utilize various teaching methods, including hands-on workshops, multimedia resources, to engage and motivate students
- Schedule management of courses and training management according to curriculum.
- Maintained accurate student records, including attendance, performance evaluations, and progress reports, to monitor and support individual student growth.
- Spearheaded comprehensive program evaluations, analyzing student performance data and feedback to identify areas for improvement, resulting in a 100% increase in program effectiveness.
- Established and maintained strong relationships with industry partners, fostering opportunities for internships, job placements, and ongoing program support.
- Produce detailed evaluation reports, presenting findings and recommendations to senior management and stakeholders.
- Advised individuals on career development, job search strategies, and interview preparation.
- Collaborated with local employers to identify job opportunities for clients and facilitated job placements.
- Coordinate with Government and non Govt. agencies such as (NAVTTTC, PSDF), and industry stakeholders to foster partnerships.

Language

English Urdu

Hobbies/Interests

Event Management
Traveling/exploring

- Conducted regular assessments and provided constructive feedback to help students improve their skills and meet educational goals.
- Collaborated with industry partners to identify emerging skills and trends, ensuring that the curriculum remains relevant and up-to-date.
- With above mentioned tasks sometimes other responsibilities are also assigned by Head of Institute with time to time need.

Core Competencies

- ➡ Professionalism
- ➡ Stakeholder Management
- ➡ Documentation and Reporting
- ➡ Technopreneurship
- ➡ Continuous Improvement
- ➡ Skill Assessment
- ➡ Technical Proficiency