



RIAZ AHMAD JAVED

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Personal Data

Father's Name. Mukhtar Ahmad
Date of Birth. September 6, 1961
Domicile. Faisalabad
Present Address. Street # 03 Lalarukh Kashmir Colony, Adiala Road Rawalpindi

Objectives

- To lead an organization in a strategic way for achievement of goals.
- Gain Knowledge & experience for today's competitive environment.

Soft Skills

- Project management
- Strong decision making
- Complex problem solving
- Training Management
- Innovative thinking
- Service-focussing
- Financial Management
- Procurement Pamagement

Education

- **Bachelor of Science (Hons) Agriculture** (Entomology) from University of Agriculture, Faisalabad, Pakistan. 1986
- **Master of Science (Hons) Agriculture(Entomology)** from University of Agriculture, Faisalabad, Pakistan. 1988
- **Master of Arts (Educational Planning and Management)**from Allama Iqbal Open University, Islamabad Pakistan. 2001

Certifications

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|---|-----------------------|-----------|
| • Role of Food and Nutrition in Agricultural Training Program | MINFA, FAO | (1994) |
| • Integrated Pest Management in Cotton | CCRI Multan , FAO | (1995) |
| • Rural Poverty Alleviation Concepts, Policies and Strategies | NCRD Islamabad | (1996) |
| • Integrated Pest Management | RAEDC Vehari | (1997) |
| • Bee Keeping Training Course | NARC Islamabad | (1998) |
| • Resource Conservation Technologies | Massey University | (2000) |
| • Vegetable Growing | AIOU Islamabad | (2010) |
| • Human Resource Development for Improvement of Agriculture | PMAS-AAUR | (2011) |
| • Strenthening Institutional mechnisms | NDMA Islamabad | (2011) |
| • Public Procurement Management | RAEDC, Vehari | (2017) |
| • Procurement Management Information System | RAEDC, Vehari | (2017) |
| • Advanced Agriculture Science and Research Application | NIAB Cambridge | (2017-18) |
| • Food security Issue, Concern and Strategies | NCRD Islamabad | (2019) |
| • Training on Training Management | MPDD,Lahore | (2019) |

Service Profile

Instructor 1989 – 1995

Key responsibilities

- Train inter level diploma trainees.
- Design and use appropriate assessment instruments.
- Identify formative and summative assessment opportunities for the students.
- Ensure student discipline and maintain high student morale and motivation.

Senior Instructor 1995 – 2003

Key responsibilities

- Teach and train inter level diploma trainees and agriculture professionals.
- Update and revise curricula as per needs of the time.
- Provides constructive formative feedback to students to promote improvement.
- Set an evaluation program for students and ensure full implementation of curriculum.

Deputy Director 2003 – 2011

Key responsibilities

- To train agriculture professionals
- Organize, manage, motivate and lead a diverse team in preparing schedules, staff assignments, setting job performance standards, and evaluating staff.
- Manage office supplies inventory and procurement processes, ensuring adequate stock levels.
- Coordinate with various departments to support their administrative needs and ensure effective communication and collaboration across the organization

Executive District Officer 2011-2012, 2015-2016

Key responsibilities

- Oversee the programs and initiatives of agriculture extension, water management, livestock, fisheries, Forest, soil laboratory and soil conservation wings ensuring alignment of the govt policies.
- Manage budget and resources effectively to support agriculture development.
- Monitor and evaluate agricultural projects and recommending improvements.

Principal /Director 2011- 2021

Key responsibilities

- Oversee the daily administrative operations of the institute including office management, financial management, facilities maintenance, employee management, Farm and Estate management.
- Exhibit the necessary leadership, educational professionalism, school management with regard to staff, enrollment, facilities, resources, implementation of curriculum.
- Handle employee queries and grievances related to administrative matters and facilitate resolution
- Implement and maintain systems for record-keeping & document management.