

ARBAB-UD-DIN

■ Islamabad, Pakistan | ■ arbab.din1@gmail.com | ■ 0334-1013260|

PROFILE SUMMARY

Dynamic and result-oriented professional with over 15 years of diverse experience in student affairs, training coordination, partnership development, and institutional project management. Proven success in leading campus-wide engagement initiatives, forging collaborations with employers and NGOs, and managing orientation and professional-development programs. Adept at designing skills-development activities, tracking program outcomes, and communicating impact through data-driven reports. Bilingual in English and Urdu with strong communication and leadership skills. Seeking to contribute as Executive, Students Development & Engagement at the University of Rawalpindi.

EDUCATION

Master's in Rural Sociology — University of Agriculture, Faisalabad – 2005

B.Sc. (Hons.) in Agriculture Economics — University of Azad Jammu & Kashmir – 2003

CORE COMPETENCIES

- Student Development & Engagement
- Training Program Coordination
- Partnership Building & MOU Management
- Event Planning & Campus Activities
- Orientation & Outreach Campaigns
- Data Reporting & Impact Evaluation
- Budgeting & Resource Management
- Stakeholder Communication
- Bilingual (English / Urdu)

PROFESSIONAL EXPERIENCE

Business Development Manager — High Technical Training Institute Company, Dammam, KSA
Sept 2024 – Present

- Plan and execute cross-departmental training events aligned with institutional objectives.
- Oversee budgeting, resource allocation, and vendor contracts for student-training programs.
- Coordinate with academic and corporate partners to align offerings with industry needs.
- Develop reports, proposals, and impact assessments for internal and external stakeholders.

Business Development Manager — Diouf Al Sharq Contracting Company, Jeddah, KSA
Feb 2024 – Sept 2024

- Established partnerships and created service-based proposals to support community engagement.
- Coordinated communication between internal teams and external collaborators.
- Led event logistics, guest invitations, and feedback evaluation.

Executive Secretary / Internal Communication Specialist — AMAK Mining Company, Najran, KSA
Dec 2016 – Jan 2024

- Coordinated departmental communication, training schedules, and compliance activities.
- Maintained detailed documentation and prepared performance reports.
- Organized onboarding and orientation for new employees.
- Prepared correspondence and official MOU documentation with partner entities.

School Principal — Khalediya International School, Najran, KSA
July 2013 – Sept 2014

- Managed school operations, curriculum planning, and faculty development.
- Designed and implemented annual academic and extracurricular activity plans.

- Conducted teacher training sessions and community outreach to strengthen parent-school relationships.

Program Assistant — United Nations FAO – NHRDC, Najran, KSA

Nov 2014 – Jan 2016

- Supported program implementation, orientation events, and reporting documentation.
- Maintained inventory and developed monitoring reports for ongoing projects.
- Assisted in training coordination and liaised with government and partner agencies.

Institute Manager — Durar English Language Institute, Najran, KSA

Sept 2012 – June 2013

- Managed institute operations, student registration, and financial reconciliations.
- Organized student engagement activities and English-skills development sessions.

Assistant Program Manager — HHUSA

Sept 2007 – Jan 2011

Livelihood Officer / Agronomist — Islamic Relief UK

Sept 2006 – Sept 2007

ACHIEVEMENTS

- Successfully completed CLRP-UNFAO Project as first implementing partner among 80 organizations.
- Led documentation and reporting that secured 30-year renewal of AMAK Mining Industrial License.
- Recognized for improving student-program efficiency and reporting accuracy in training institutions.

TRAININGS & SKILLS

- Event & Program Management
- Community Mobilization & Orientation
- Budget & Resource Planning
- Data Reporting & Evaluation
- Microsoft Office, SAP ARIBA, SupplHI
- LMS & CRM Familiarity (Moodle / HubSpot – user level)

REFERENCES

Available upon request.