

Muhammad Hassan Saleem

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★ Career Goal

"To excel in a dynamic and innovative organization offering a career that is intellectually exciting and challenging with a view to serve the organization"

★ Education

Degree: MBA in Urban Management (2006-2008) with 3.65/4 CGPA
From: University of Arid Agriculture Rawalpindi
Degree: Bachelor in Commerce (2004-2006) with First Division
From: University of the Punjab, Lahore

★ Professional Experience

Organization Name: Pakistan Software Export Board, Ministry of IT & Telecom, Islamabad
Project: PM Initiative-Support for IT Startups, Specialized IT Trainings and Venture Capitals
Designation: Assistant Director-Cluster (PPS-8)
Duration: 01st July, 2024 to Present

Key responsibilities include:

- Establishment of National Co-working space (NCSP) centers across the country
- Evaluation of Expression of Interest (EOI) submitted by potential partners
- Inspection visit to evaluate the facility or proposed NCSP center
- Preparation of Evaluation reports
- Liaison with the existing and potential partners
- Maintaining database and Financial records of NCSP centers
- Preparing presentations to present in the meetings and senior management
- Monitoring of NCSP centers
- Public Dealing / Interaction with present and prospective partners
- Preparation of progress reports, Weekly report, Monthly report, Quarterly report on official formats etc.
- Liaise closely with project stakeholders particularly
- Provide administrative support to the organization
- Other tasks assigned by the Project Director

Organization Name: USAID-Higher Education Commission (HEC)
Project Title: USAID Funded Merit and Needs Based and EHSAAS Scholarship Program
Designation: Assistant Project Manager – General / M&E
Duration: 18th November, 2011 to 30th June, 2024

Key responsibilities include:

Prime Minister's EHSAAS Undergraduate Scholarship Program:

Administration:

- Preparation and liaison for Institutional Scholarship Award Committee (ISAC) schedule of partner universities for selection of students.

- Participation in Institutional Scholarship Award Committee (ISAC) meeting at 119 partner universities across Pakistan under Benazir (Erstwhile Prime Minister's EHSAAS) UG Scholarship Program
- Preparation of working papers and ISAC minutes of the meetings for Project Steering Committee (PSC) meeting.
- Organizing training of Financial Aid Office staff of universities for capacity building.
- Maintenance of SAP database of EHSAAS scholars.
- Release of Payment of 50,000 approximately EHSAAS students
- Dealing with program's Audit
- Public Dealing regarding scholarship details
- Organizing of Scholarship Launch Event

USAID Merit & Needs Based Scholarship Program:

Monitoring:

- Preparation and liaison for yearly / Quarterly Monitoring Plan of partner universities.
- Preparation of Monitoring Formats for data collection.
- Financial Monitoring visits of 30 partner universities across Pakistan.
- Assessment / Evaluation of documents for Monitoring Reports.
- Interaction with students/scholars for feedback regarding scholarship program.
- Preparation of Monitoring and Evaluation (M&E) Reports of partner universities
- Intimation Letters to partner universities in light of monitoring.
- Update data in SAP w.r.t. monitoring.

USAID Merit & Needs Based Scholarship Program:

Administration:

- Preparation and liaison for Institutional Scholarship Award Committee (ISAC) schedule of partner universities for selection of students.
- Participation in Institutional Scholarship Award Committee (ISAC) meeting at 30 partner universities across Pakistan
- Scholarship funds releases of HEC-USAID Scholars, studying in 30 partner Universities
- Funds release to partner universities for other associated activities like physical verification of students.
- Organizing training of Financial Aid Office staff of universities for capacity building.
- Ensure fulfilling of donor (USAID) requirements on prescribed formats for reporting and databases
- Update and modify the scholars' data in SAP Database.
- Preparation of weekly report, quarterly and annual reports.
- Public Dealing / Interaction with present and prospective scholars.
- Dealing with programs yearly Audit

Organization Name: **Higher Education Commission (HEC)**

Project: **MS (Engineering) Level Training in Korean Universities / Industry**

Designation: **Project Assistant**

Duration: 24th November, 2008 to 17th November, 2011

Key responsibilities include:

Administration/Operations:

- Maintaining database and Financial records of HEC Scholars in SAP.
- Dealing with South Korean Delegation, comes to Pakistan.
- Selection & Arrangements of the students for MS Engineering studies in South Korea.
- Preparing presentations to present in the meeting with South Korean Delegation.
- Managing financial releases of HEC Scholars, studying in South Korea Universities.
- Monitoring of Financial records of the project.
- Development of website content, advertisement content for news papers
- Public Dealing / Interaction with present and prospective scholars.
- Preparation of progress reports, Weekly report, Monthly report, Quarterly report on official formats etc.

- Liaise closely with project stakeholders particularly
- Provide administrative support to the organization
- Other tasks assigned by the Project Director

Additional Responsibilities include:

- Aus Aid Scholarship Program
- Islamic Development Bank's (IDB) Merit Scholarships
- Turkish Government Scholarships, reserved for OIC member countries
- UNESCO/L'ORÉAL Co-Sponsored Fellowships for Young Women in Life Sciences
- UNESCO/Poland Co-Sponsored Fellowships Programme
- UNESCO/PEOPLE'S REPUBLIC OF CHINA-THE GREAT WALL CO-SPONSORED FELLOWSHIPS PROGRAMME.
- Public-Private Partnership, HEC-Shell Scholarship Program.
- HEC-SAMAA TV Scholarship Program for Masters in Mass Communication
- Australia Pakistan Scholarship Program (APSP) For PhD Studies In Australia
- Commonwealth Scholarships / Fellowships Tenable In The United Kingdom

Organization Name: **Higher Education Commission (HEC)**

Project: Human Resource Management (Personnel) Division

Designation: DEO

Duration: 29th January, 2008 to 23rd November, 2008

Organization Name: **UNDP funded program "National Urban Poverty Alleviation Program (NUPAP)"**

Designation: Internee

Duration: July, 2007 to October, 2007

Task Assigned:

- To prepare a report on Urbanization and its Trends in Rawalpindi City.
- To liaise with the stakeholders of the NUPAP projects.
- To monitor the project activities in the field.
- To conduct project related surveys and preparation of reports.

★ Professional Skills & Abilities

- Drafting documents/Minutes of the Meeting/Quarterly, Monthly Reports in english
- SAP Database (HR and Finance)
- Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Microsoft Project
- Excellent communication in English and Urdu
- Strong Communication skills
- Ability to apply participatory approaches to project management

★ Career Achievements

- Successfully sent 2 scholars to UNGA (United Nations General Assembly), USA
- MoU between USAID and HEC for establishment of four Centers of Advanced Studies for Agriculture/food security, Water and Energy in four local universities.
- Successfully sent 200 scholars to South Korea.
- Successfully arranged three Convocation Ceremonies for the returned scholars.
- Successfully arranged two HEC-SAMAA TV Scholarship Award Ceremonies.
- Successfully sent scholars under foreign funded scholarship schemes.
- Successful implementation of the PSDP project.
- Successfully prepared a report on the topic Urbanization and its trends in Rawalpindi City.

★ **Personal Attributes**

- Commitment with work
- Meet deadlines efficiently
- Cooperative with colleagues
- Ability to work under pressure
- Comply with organizational norms and values
- Enthusiastic towards continuous learning
- Ability to work independently with minimal supervision

★ **References**

Will be furnished if required.