

# **RESUME**

*Objective: To have Challenging opportunity to combine multidisciplinary skills of research in a dynamic national or international environment.*

## **Dr Malik Muhammad Shafi**

### **Personal information**

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**Nationality** Pakistani

**Domicile** Peshawar/ Khyber Pakhtunkhwa

**CNIC No.** 17301-9067025-9

**D-O-B** November 04, 1977

**Gender** Male

### **Key Professional skills**

- **Teaching & Research-** very well experienced in teaching of various levels. Have extensive research experience
- **Administration-** a handful experience in administration
- **Civil Society Development** – project development activities within the NGO sector.
- **Interpersonal skills** – practiced to deal with people at all levels including Government Officials. Experienced at working in a multi-cultural diverse environment.
- **Building Partnerships and Partnership Management** - working with public sector and NGOs to build effective partnerships for project implementation and service delivery

### **Work experience**

#### **Position Held:**

**Assistant Professor**

#### **Duration**

**May 2014-till date**

#### **Main activities and responsibilities**

- To teach various courses to different levels i.e. BSc (Hons), MSc (Hons), MA, MPhil, PhD.
- Supervising various students of different levels in the research work/Thesis.
- To help prepare internship reports of various students
- Co-coordinator academics IDS
- To provide students counseling services to students in their academics issues as well as non-academic issues
- To help Director in day to day activities of the department whether academic / Non academic
- To help students in their various issues pertaining to their academics as well as non-academics issues
- To provide linkage with other line departments of the university

**Name and address of employer**

The University of Agriculture, Peshawar, Khyber Pakhtunkhwa

**Sector**

Public Sector

#### **Position Held**

**Assistant Director Advanced Studies & Research**

**Duration**

**August 2012 – Till date**

<b>Main Activities &amp; Responsibilities:</b>	<p>➤ <b>Job Description:</b> To assist and support the Director in implementing university Rules &amp; Regulations and endorse HEC policies via planning &amp; development in the light of HEC policies; to provide leadership to the lower staff in routine office activities ,and to facilitate students in their academic matters.</p> <p>➤ <b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Full delegated authority to act on behalf of the DASAR in his absence</li> <li>• To assist DASAR in planning and development of the Directorate targets</li> <li>• To lead office support and clerical staff in the routine activities</li> <li>• To participate in BoS of various disciplines and departments</li> <li>• To facilitate faculty members in their correspondence with Directorate ASR</li> <li>• To help out student in their issues and problems related to Directorate ASR</li> <li>• To prepare weekly and quarterly progress reports of the Directorate ASR</li> <li>• To deal all NTS matters and to prepare records of all NTS test correspondence</li> <li>• To communicate with all line departments in routine official works</li> <li>• To keep check of all file record of the Directorate</li> <li>• To help Director in processing students results to Controller of Examinations</li> <li>• To be Focal Person in correspondence with VC office</li> <li>• To represent DASAR to the public, key stakeholders ,counterpart universities and HEC</li> <li>• To organize various activities like seminars, workshops and meetings of Directorate ASR</li> <li>• Recording Minutes of the meetings and issuing Notifications</li> <li>• To help in preparing Pay rolls of the staff</li> </ul>
<b>Name &amp; Address of Employer: Sector</b>	<b>Director, Advanced Studies &amp; Research, The University of Agriculture, Peshawar-Pakistan Public</b>
<b>Position held</b>	<b>Lecturer / JRS, &amp; Co-ordinator Academics</b>
<b>Duration</b>	<b>July 2006 onwards</b>
<b>Main activities and responsibilities</b>	<ul style="list-style-type: none"> <li>• To teach various courses to different levels i.e. BSc (Hons), MSc (Hons), MA, MPhil, PhD.</li> <li>• Supervising various students of different levels in the research work/Thesis.</li> <li>• To help prepare internship reports of various students</li> <li>• Co-coordinator academics IDS</li> <li>• To provide students counseling services to students in their academics issues as well as non-academic issues</li> <li>• To help Director in day to day activities of the department whether academic / Non academic</li> <li>• To help students in their various issues pertaining to their academics as well as non-academics issues</li> <li>• To provide linkage with other line departments of the university</li> </ul>
<b>Name and address of employer Sector</b>	The University of Agriculture, Peshawar, Khyber Pakhtunkhwa Public Sector
<b>Position held</b>	<b>Research Officer at APWA in their assignment on Child labour as a Part Time Research Officer</b>
<b>Main activities and responsibilities</b>	<ul style="list-style-type: none"> <li>➤ To collect data through questionnaires from different stakeholders</li> <li>➤ To conduct FGD's</li> <li>➤ To scrutinize and manipulate data according to the objectives of the study</li> <li>➤ To feed data to the computer for further analysis and interpretation</li> <li>➤ To help in Report Writing</li> </ul>
<b>Name and address of employer</b>	APWA APWA Building, Cantt Peshawar, Khyber Pakhtunkhwa
<b>Sector</b>	Social

**Position held****Main activities and responsibilities****Administrative Officer/ Office Manager**

- To develop and supervise implementation of a framework for HR management designed to enable employees to realize their potential while promoting the interest of the organization.
- To enforce the application of HR related policies and procedures as approved by Board with focus on quality in the processes of selection, induction, orientation and evaluation of performance.
- To institute disciplinary measures in cases referred by head of user departments in order to regulate behavior, efficiency, compliance with instructions and performance vis-à-vis individual targets for output, and containment of inefficiencies and wastage.
- To design and draft terms of References for the required posts and implementation of gender equality by ensuring the equal participation and full involvement of women and men in all positions;
- To oversee the process of employee performance appraisals to ensure consistency in application of defined standards.
- To conduct exit interviews of staff to identify reasons thereof, and initiate adjustments in HR policies considered to be overly restrictive by outgoing employees
- To prepare and process tender documents, invite bids from open market, prepare bids tabulation and ensure financial transparency and accountability in all project related procurements, subcontracting and outsourcing
- To maintain adequate documentation of purchase transactions and procurement contracts for archival and audit purposes.  
To provide the contract management services including arranging for proper inspection, ensuring compliance with terms and conditions of contracts, addressing delays, troubleshooting problems, assisting in contract amendments, and ensuring completion of works and delivery of goods

**Name and address of employer**

Kalasha Environmental Protection Society, University Town, Peshawar

**Sector**

Social Sector

**Position held****PROJECT CO-ORDINATOR****Main activities and responsibilities**

Worked with AKIDA Management Consultants as a Project co-coordinator and Research Officer in their different Assignments e.g. Child Labor Survey, Green Key Social Marketing, PPAF (Pakistan Poverty Alleviation Fund) Assessment, HIV/AIDS Survey, Carpet Industry in Pakistan survey, etc. From 2000-2011 in various time blocks.

**Name and address of employer**

AKIDA Management Consultants, Gulberg, Lahore

**Sector**

Social

**Non-Academic Positions****Position held**

Joint Secretary, AUTA

**Duration**

2008-09

**Position held**

Member Board of Governors, AUTF

**Duration**

2010-11

**Position held**

Member Academic Council

**Duration**

2013 onwards

**Language****Understanding****Speaking****Writing**

Listening

Reading

Spoken interaction/ production

English

Excellent

Excellent

Excellent

Excellent

Urdu	Excellent	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent	Excellent
Punjabi	Excellent	Excellent	Excellent	Excellent
Saraiki	Excellent	Excellent	Excellent	Excellent

**Social skills and competences**

- **Interpersonal skills** – practiced to deal with people at all levels including Government Officials. Experienced at working in a multi-cultural, diverse environment.
- **Mentoring, training, capacity building** follow active learning methodologies including training, group work, individual coaching, one to one training, learning by doing within social/NGO sectors;
- **Public speaking and presentational skills**, to Public gathering in Campaign and also in facilitating smaller work groups.
- **Building Partnerships and Partnership Management** - worked with public sector and NGOs to build effective partnerships for project implementation and service delivery.

**Technical skills and competences**

- **Community Mobilization** – Experienced in all aspects of Community Mobilization/Social Organization concepts and practices.
- **Administration:** a handful Experience in administration related activities
- **Monitoring and Supervision** – Experienced in undertaking Monitoring, Evaluation and Supervision at all levels.
- **Teaching**- a very good teacher indeed
- **Report Writing** – very well experienced in Report writing
- **Counselling** – very good in counselling of people

**Computer skills and competences**

Experienced user of Word processing, Database, Spreadsheets and Power point. SPSS, Internet surfing, etc.

### Education

Year	<b>2012</b>
Title of qualification awarded	<b>PhD (Rural Development)</b>
University/Institute	IDS, The University of Agriculture, Peshawar-Khyber Pakhtunkhwa
Year	<b>2002</b>
Title of qualification awarded	<b>MSc(Hons) Rural Development</b>
University/Institute	IDS, The University of Agriculture, Peshawar-Khyber Pakhtunkhwa
Year	<b>2000</b>
Title of qualification awarded	<b>BSc(Hons) Agronomy</b>
University/Institute	The University of Agriculture, Peshawar-Khyber Pakhtunkhwa
Year	<b>1995</b>
Title of qualification awarded	<b>FSc( Pre-Med)</b>
University/Institute	BISE, Peshawar
Year	<b>1993</b>
Title of qualification awarded	<b>Matric</b>
University/Institute	BISE, Peshawar

<b>Additional Qualification</b>	<p><b>1999</b> BA (Law, Sociology) University of Peshawar</p> <p><b>2002</b> MA (Political Science) University of Peshawar</p> <p><b>2003</b> <b>Bed (English, Pakistan Studies)</b> University of Peshawar</p>
<b>Trainings/Workshops</b>	<ul style="list-style-type: none"> <li>➤ <b>Staff Development Course</b> Organized by National Academy of Higher Education held at KPK Agricultural university Peshawar (February 26 to March 22,2007)<b>Research Methods</b></li> <li>➤ <b>Research Methods</b> Organized by Pakistan Rural Academy, Peshawar ( August-September 2010 ).</li> <li>➤ <b>Study Visist to RSP's</b> Organized by NRSP, Institute of Rural Management, Islamabad (August 2007)</li> <li>➤ <b>Anti-drugs awarness training</b> Organized by Dost Welfare Organization (2002)</li> </ul>
<b>Major Subjects Taught</b>	<ol style="list-style-type: none"> <li>1 <i>Human Resource Development</i></li> <li>2 <i>Research Methods &amp; Report Writing</i></li> <li>3 <i>Project Planning Monitoring &amp; Evaluation</i></li> <li>4 <i>Development &amp; Management</i></li> <li>5 <i>Agricultural &amp; Rural Development</i></li> <li>6 <i>Community Mobilization and Development</i></li> <li>7 <i>Resource &amp; Environmental Economics</i></li> <li>8 <i>The Islamic Economic System</i></li> </ol>
<b>Research Supervision</b>	<ol style="list-style-type: none"> <li>1 Worked as Major Supervisor of <b>16</b> students of M Sc Rural Development, MS (MS) &amp; MA Rural Sociology. Currently <b>3</b> students of PhD <b>4</b> students of MSc and <b>4</b> of BSc Rural Development working under my Supervision.</li> <li>2 Worked as Co-Advisor of many MSc and BSc Rural Development and MA Rural Sociology</li> </ol>

## Publications

- 1 Marketing of Selected Surplus Fruits and Vegetables of Dir District. SJA, Vol.23, No.2, 2007.
- 2 The Impact of Munda Dam on the Farm Sector in the Dam Command Area (NWFP-Pakistan), SJA, Vol.23, No.1, 2007.
- 3 ECO tourism in Northern Pakistan and Challenges Perspective of Stakeholders. SJA, Vol.25, No.1, 2009.
- 4 Role of Village organizations in the Execution of Malakand Rural Development Project Interventions in Northern Pakistan. SJA, Vol.25, No.2, 2009.
- 5 Availability and Utilization of Social Services ( Potable Water Supply and Sanitation ) by Rural Community in District Charsadda. SJA, Vol.25, No.4, 2009.
- 6 Village Organisations Activities for rural Development in Northern West Pakistan: A Case Study of Two Union Councils of District Shangla. SJA, Vol.25, No.4, 2009.
- 7 Role of Host Community in Promotion of ECO-Tourism in the Northern Areas of Pakistan. SJA, Vol.25, No.4, 2009.
- 8 Role of Local Food and Handicrafts in Raising ECO-Tourism in the Northern Areas of Pakistan. SJA, Vol.26, No.1, 2010.
- 9 Availability and Utilization of Social Services ( Education and Health ) by Rural Community in District Charsadda. SJA, Vol.25, No.1, 2009.
- 10 The Role of Village Organisations (Vos) of Dir Area Support project (DASP) in the Community Development of District Dir(Upper): A Case Study of Tehsil Dir and Barwal. SJA, Vol.20, No.2, 2004.
- 11 Farm Yield Survey in District Dir. SJA, Vol.19, No.4, 2003.
- 12 Poverty, Environment and Development: Exploring the Links Between Three Complex Issues with Specific Focus on the Pakistan's case. European Journal of Scientific Research, Vol 6, No 5, 2005.
- 13 Review of Past Literature on Agriculture Credit in Rural Areas of Pakistan. SJA, Vol.27, No.1, 2011.
- 14 Marketing of Selected Surplus Fruits and Vegetables of Dir District. SJA, Vol.23, No.2, 2007.
- 15 Social Services Facilities of Education and health in rural NWFP: Problems Identification ( A case study of District Peshawar ). Journal of Humanities and Social Sciences XV, No.1 (2007) University of Peshawar.
- 16 Analysis Of The Trainings Imparted By Women Resource Centre For Rural And Urban Women Councilor In District Peshawar, Pakistan. International Journal of Business and Social Science, Vol. 2 No. 16; September 2011.
- 17 Crop diversification among farming households in the Rural Areas of Khyber Pakhtunkhwa Vol.28, Issue 4, 2012.
- 18 Socio-economic Benefits of Community Based Trophy Hunting Programmes. Business Perspectives, Ukraine. Vol.05, Issue 1, 2015

## Consultancies

1. Market Assessment on Women Vocational Skills, Women Empowerment and Children Protection Project. Funded by CMDO and Save the Children (Aug-Nov 2011).
2. Role of Afghan Refugees involved in Carpet Industry on the economy of Pakistan( A case study of District Peshawar).
3. Assessment of Agricultural credit provided to the small farmers by different institutions in District Nowshera. 2010.
4. Impact of Armed Conflict on Poverty in Khyber Pakhtunkhwa. Funded by CDR and Save the Children. ( Sept-Jan 2012 ).

## Professional References

- **Prof. Dr. Himayatullah**  
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- **Prof. Dr. Humayun Khan**  
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