



**Address: Department of  
Management Sciences,  
Hazara University  
Mansehra.**

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## **IBRAHIM MALIK**

### **OBJECTIVE**

Passionate educator with 12 years of experience in teaching, seeking to leverage extensive knowledge and expertise to inspire and empower individuals in their educational and entrepreneurial journeys. As a dedicated trainer and coach, I am committed to fostering a dynamic learning environment, encouraging creative problem-solving, and nurturing the development of leadership skills. My goal is to guide students and entrepreneurs alike towards achieving their full potential, while continuously advancing my own skills and understanding in these evolving fields

### **EDUCATION**

- **MS in Project Management** **2013-2015**  
COMSATS, Abbottabad.
- **Masters in Public Administration** **2005-2007**  
Major ~ Human Resource Management  
Quaid-i-Azam University, Islamabad
- **Bachelors of Business Administration** **2003-2004**  
Institute of Business & Management Sciences.  
University of Agriculture, Peshawar.

### **EMPLOYMENT HISTORY**

#### **PROFESSIONAL EXPERIENCE**

##### ***Present***

Position : Lecturer  
Employer : Hazara University, Garden campus, Dhodial, Mansehra.  
Reporting to : Head of Department Management sciences  
From : July 2011 till date

#### **Major Responsibilities**

- Teaching
- Internship supervisor
- Arranging different functions/ seminars
- Student councilor
- Study tours in charge
- Research work

***Previous***

Position : Product Specialist  
Employer : Top Gen Pharmaceutical Pakistan.  
Reporting to : Regional Field Manager  
From : July 2011 till Jan 2012

**Major Responsibilities**

- Responsible for selling and marketing of pharmaceutical drugs, health care products and supplies
- Performs one-on-one meetings with pharmacist and doctors.
- Monitors the supply of drugs as well as inform doctors and pharmacist of the forthcoming changes
- Introduces new products of the organization
- Visits hospitals to meet with doctors to persuade them to purchase the products
- Compiles data on requirement and supplies products required by customers

***Previous***

Position : **Business Development Officer**  
Employer : Village Wood Furnishers, Mansehra.  
Reporting to : Managing Director  
From : January 2009 till June 2011.

**Major Responsibilities**

- Mainly responsible for preparing business plans to meet all the targets and objectives of the company.
- Responsible for market research and analysis.
- Responsible for creating different proposals to attract new investors.
- Maintaining good relationship with the clients.
- Responsible for generating new business for the company by meeting people and companies.
- Send follow-up marketing materials and make follow-up monthly calls to establish relationships.
- Call and personally visit potential, new and existing customers to facilitate new business.
- Ensures customer program satisfaction.
- Provide management with suggestions for improving volume, market share and price levels.
- Identify target companies.

***Previous***

Position : **Project Consultant**  
Employer : Pakistan Poverty Alleviation Fund, Islamabad.  
Reporting to : Project Director  
From : July 2008 to Dec 2008.

**Major Responsibilities**

- I was hired to conduct the Citi Microentrepreneurship Awards 2008.
- I designed the sample application form for the entrepreneurs.
- Invitations were sent to all MFI's & different NGO's dealing in micro finance to nominate there loan officers and entrepreneurs for this year award.
- I did all the short listing of applications received by MFI's & NGO's.
- I also maintained the database of all the applications sent and received
- I also learned official correspondence and taking follow up of correspondence in a private sector.
- I maintained all the official files.
- During this process my communication skills were enhanced.
- My administrative and event management skills improved and personal confidence enhanced.
- Beside this I had also surveyed in Bagh & Mansehra to identify disable people for disability project.
- I have also attended two days workshop on Gender Sensitization.

### ***Previous***

Position : **Internee**  
Employer : Pakistan National Accreditation Council, Islamabad.  
Reporting to : Executive Director  
From : July 2007 to June 2008

### **Major Responsibilities**

- I have worked in the admin department.
- There I came across different rules and regulations of the government.
- I have also worked in the project National Quality Policy & Plan Implementation Cell.
- I came to know how monthly progress reports & quarterly progress reports are prepared.
- Undertook research, study, analysis, preparation of reports and research papers based on best practices and Strategies of Pakistan and other countries.
- Coordinated with consultants.
- Reviewed deliverables and provided suggestions.
- Assisted Executive Director in project related activities.
- Compilation of data reports and provided recommendations to supervisor.
- Ensure compliance with project rules, regulations and meeting of targets.
- Preparation of progress reports.
- I have made a standardized filing system of Pakistan National Accreditation Council.

- 4 weeks internship in **ERRAinfoch Muzafarabad.**
- 6 weeks internship in **Novartis Pharma Pakistan Ltd.**
- 6 weeks internship in **UNDP project of GJTMA Peshawar.**
- 6 weeks internship in **Askari Commercial Bank Ltd. Abbottabad.**

### **WORKSHOPS AND TRAINING ATTENDED:**

<b>Title</b>	<b>Date</b>	<b>Duration</b>	<b>Venue</b>	<b>Organizers</b>
<b>Certified Entrepreneurial Coach</b>	November 2-4, 2023	3 days comprehensive training.	Lahore university of Management Sciences (LUMS)	LUMS, University of Saarland and Panourgias Papaioannou Athens University of Economics & Business.
<b>Islamic Finance Certification program for Business Faculty</b>	October 23-27, 2023.	5 days comprehensive training	National Institute of Banking & Finance	NIBAF. Meezan Bank IBA CEIF Ihsan Trust

### **Projects:**

1. Member of the following project  
IMPLEMENTING COMMUNITY-BASED RURAL HOMESTAY TOURISM IN PAKISTAN Co-PI June 2022 On going 36,351,500/- Local Challenge Fund – (LCF –HEDP) Reference research project # LCF-289, Higher Education Commission (HEC)
2. Founding member of “**Digital Gigs**”.  
A digital Marketing Agency working in Business Incubation Center of Hazara University Mansehra

## **STRENGTHS**

- Result Oriented
- Team Player
- Organized
- Excellent Communication/ Interpersonal skills
- People Oriented
- Analytical
- Innovative

## **COMPUTER KNOWLEDGE**

Proficient in Microsoft Office (Word, Power Point, Excel, Access)

## **PERSONAL DATA**

Date of Birth: August 02, 1983  
Languages: English, Urdu, Pushto, Hindko  
Domicile: Mansehra.  
N.I.C: 17301-1450028-5  
Marital Status: Married

## **REFERENCES**

Will be furnished on request.