

Curriculum Vitae

Azad Khan

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Qualification/s

Qualification/s: MBA (HRM), PGD (HRM), PGC (HRM), ADQM (TAFE-NSW), DipEd (Maths/Science)

Short courses and training: Training of Trainers (FNU ToTs module 1-4), OHS (Mod 1 & 4) by Min of Employment, Impact training of Trainers (NZ Module), First Aid & CPR, Fire Warden Training, Business Process Mapping, Quality Circles, BRIDGE accredited workshop facilitator for Elections, Disability Inclusion Training in Elections Trainer, Training Manual writer, Project Management Trainer and package designer, Specialist for Open Merit & Recruitment Trainer, Behavioral questions and Job test designer for any position, JD writer and Employment contract writer.

PROFILE

Currently, I am doing consultancies for General HR, Project Management, Strategic Planning which includes Project Planning and policies development, activities management, timeline management, risk management and contingencies planning; conducting Operations and Management training with new creation & innovations – coaching-counseling and mentoring; Employees training & Development and evaluation of Organization with outstanding reports development and with recommendations on future opportunities.

Worked with GMR & Sons Limited as a HR Manager & Training and developed a complete HR package and restructured the whole Organization which is fully operational with all the policies and processes. Prior to joining GMR, I was a senior Training officer and Acting Director Training at Ministry of Civil Service (MCS). Joined MCS on 24 October 2016 and acted as Director Training till 23 June 2017. In 2014, I joined the Fijian Elections Office (FEO) as a Senior Training Officer and assisted in conduct of 2014 GE. I was tasked to develop the FEO's Training HUB and had it registered with Fiji Higher Education Commission. I also wrote a training package "Decent work Decent Life for Unemployed Youths".

Having developed the training HUB at MCS, I was the main coordination focal point to all local and international training for all Civil Service and Statuary Organization such as LTA, WAF, FEA, Post Fiji, FNPF, Fiji Ports and FRCS. I was the lead role to successful development of Training policies, Training Needs & Selection Analysis form, Learning contracts for those been awarded international trainings, training registration and reaction (Evaluation) forms. This has been done by swift coordination within the team and supporting each other with issues that needed brainstorming. I have developed a cordial relation with all Ministries focal points and have conducted more than 40 OMRS training and coordinated few MCS staff capacity building training with Fiji Red Cross and Ministry of Employment. I have vast experience in training as I have worked at Fijian Elections Office (FEO), National Training & Productivity Centre (NTPC), Save the Children Fiji and as a teacher Secondary in various schools in Fiji. I am an accredited International facilitator for Elections and registered training instructor with FNU.

Recently wrote a top of the range training manual on "Decent work, Decent Life of Unemployed Youths" for International Labor Organization (ILO) with workbook.

I have also assisted Organization for Registration and recognition with FHEC. I am well versed with the processes, the compliance standards of FHEC and I also have good knowledge of the Education framework. Since, I had been conducting huge number of training; I have also done gap analysis for many training and have provided positive way forward to close the gaps and developed possible designed packages. One of the task on gap analysis which I did was when the OMRS was launched to all the Ministries, the employees had

difficulty in writing job application letters so I had to design a package titled “ Writing CV and Job Application for Better Jobs”.

EMPLOYMENT RECORDS

24 June 18 – October 2018 Human Resources & Training Manager – GMR & Sons Limited

Specific Duties carried Out

- + Developed a complete HR platform and all HR policies and procedures with Restructure
- + Overall in charge of the Organization – Operations (HR&T, Finance, Cashiers, Bulks, Sales, recruitment [single & pool selections] and admin)
- + Provided awareness training on policies and procedures
- + Conducted Induction training of all the staff
- + Reviewed the HR policies and staff grievances processes
- + prepared advertisements for vacant positions
- + conducted / made recruitment matrix
- + prepared interview tests and conducted recruitment test
- + developed appraisal forms for assessment and conducted review
- + conducted 230 appraisal reports forms and lodged to Payroll - (low performers – referred for training & development pool)
- + developed training plan and submitted to FNU
- + designed 360 Evaluation forms and conducted 360 Evaluation and generated reports for senior staff for promotions
- + designed annual awards criteria and form
- + provided timely leave approvals
- + provided all other admin support and conducted customer service training and generated individual reports
- + developed financial and operation process maps for easy and fast methods of doing business.

Oct 2016 – 23 Jun 18 ACTING DIRECTOR TRAINING/Senior Training – PROJECTS COMPLETED – (MCS)

- + Developed the training policies, processes and disseminated the same to all Ministries
- + designed/developed Training Calendar which included local and International training
- + Developed Training Needs & Selection Analysis form (new version which captures finer details)
- + Conducted Medical officers Induction, designed program and liaised with speakers and presenter
- + Organized logistics for training including refreshments, meals and accommodations
- + Conducted OMRS training and evaluated and realigned the recommendations
- + Conducted FNU Levy & Grants Training with NTPC staff
- + Developed and conducted Training focal points
- + Liaised with Ministries for Levy – first/second half of 2016 – processed over \$1.2m
- + Supported all ministries in development of training plan for 2017
- + Coordinated all capacity building training
- + Written memos for PS – for international training / workshops
- + Facilitated Levy payments for 2016

May 2014 - 14 Oct 2016 SENIOR TRAINING OFFICER – PROJECTS COMPLETED - FEO

- + Conduct more than 40 training session for Presiding Officers and Polling day workers over Central division
- + Conducted and supported 2014 GE
- + Part of the main counting team
- + Developed the FEO Training Team and registered it with FHEC
- + Became the Building Resources in Democracy Governance & Elections (BRIDGE) International Facilitator
- + Completed ToTs Mod 1-4 + Developed manuals for respective training, pilot training and realign them.
- + Coordinated all FEO capacity building training
- + Developed an standard Training Certificate
- + Developed monthly newsletters

- + Coordinating the development of On-line Induction software
- + Project Management Trainer – Time, Risk and Contingency Planning
- + Strategic Formulation & Planning Trainer 2013 - 2014

QUALITY MANAGEMENT TRAINING OFFICER – National Training & Productivity Centre (NTPC)

- + Developed Training Materials for DRR & CA.
- + Market Training products to all the stakeholders and nationally
- + Perform logistics for training
- + Conduct training and develop reports for Senior Management
- + Support in organizing Large Events for Nationals Conference
- + Do Quality Circles training to Business Houses
- + Develop award winning Presentations in consultation with the QM team for Quality circles
- + Conduct Training and generate revenue for DPQ

2011 – 2014 EDUCATION IN EMERGENCIES COORDINATOR – Save the Children Fiji

- + Coordinate meeting with all the Clusters
- + Develop emergencies evacuation plan and policies, Process maps
- + Write Grants proposal and seeking funding from donors
- + Develop standard and transparent tender process
- + Write tenders advertisements; negotiate with daily newspaper for advertisements
- + Perform high level logistics for transfer of equipment, items to North and West.
- + Coordinate with Divisional offices and seeking timely reports

Self Evaluation from the Training & workshops conducted so far (From the Reaction Forms)

No	Strengths				%Rating/s
1	Conducting Training				100
2	Development of Training Materials				100
3	Evaluation of Training				100
4	Gap Analysis Skills				100
5	Contracting				100
6	Counseling				100
7	Public Speaking				100
8	Team Building Ideas & Exercises				100
9	Logistics of Hosting Events				100
10	Full Strategic Planning				100
11	Critical Path Analyzer with solutions				100
12	Project Management (any)				100
13	Relation with Staff				100
14	Report Writing Skills				100
15	Mentoring, Coaching & Counseling				100
16	Project Proposal writer				100
17	Networking				100
18	Staff Motivating – Rewarding skills				100
19	Health & wellness Campaign				100
20	Restructure of Organization				100

Other EXPERTISE as a HR & Training Manager, Acting Director & Training Officer

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills; graphical presentation and interpretations
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines; always use to do list and prioritize urgent tasks in timely manner
- Comprehensiveness knowledge of designing curriculum/training of trainers package for all levels and topics except for accounting
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, Project management and organizational skills;
- Excellent presentation and facilitation skills and reporting skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work; (hardly took leave)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Development of Training Manuals (package), namely:

+Induction Package (universal)
+development of Admin Assistant training package and conducted week long training
+DRR&CA while at FNU
+Recruitment & Selection - OMRS
+ Enhancing Office Productivity at Workstation – (world class package for all levels and Organization)
+ Bullying Harassment & Prevention with policies
+ OMRS, Job Application & CV writing
+**Project Management** *Time Management **Activity Management ***Contingency Planning Management
****Project Submission *****Project Report Submission

SELF - CAPACITY BUILDING TRAINING

+Elections Study Mission & Observer for Presidential Elections – Kiribati

REFEREES

No	Name of Person	Designation	Organization	Email Address	Mobile
1	Shivnay Naidu	Consultant	Aspen (Aust)	shivnay.naidu@gmail.com	9711564
2	Abdul Hafiz	Director	Awqaf Fiji	awqaffiji@gmail.com	9951715
3	Asenaca Kolinivala	Manager T&D	FEO	asenacak@gmail.com	9222373
4	Shiekh Qasim	Manager IT	FHEC	isaac.qasim@gmail.com	9280127