

# Husain Zaheer

## **Assistant Director (Gazetted)- Government Officer**

Cheltenham

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As an officer at Social Welfare department my role also involves managing the department's budget and resources, supervising staff, and overseeing the implementation of projects and initiatives. I am responsible for ensuring that programs are delivered efficiently and effectively, and that they meet the needs of the community.

I have strong leadership, communication, and interpersonal skills, as I interact with a diverse range of stakeholders. I am knowledgeable about social welfare issues, policies, and programs, and am able to analyze data and make informed decisions. I can also manage multiple projects simultaneously and work well under pressure. In addition, I am committed to promoting equity and social justice, and am able to work collaboratively with other government departments, community organizations, and individuals from diverse backgrounds. Overall, my role as Assistant Director at the Social Welfare Department is vital in supporting the department's mission to improve the lives of those in need in the community.

Willing to relocate: Anywhere

## Work Experience

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### **Assistant Director**

Government of AJK - Pakistan

December 2019 to September 2023

Administration, Directing, Controlling, Planning and Staffing. In charge of Drug Addicts Rehabilitation Center, Muzaffarabad and Rawalakot.

## Education

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### **Masters in Sociology**

2017 to 2019

## Skills

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- Organizational skills
- Microsoft Office
- Communication skills
- Leadership
- Administrative experience