

Khalid Mahmood

agsakhaldmahmood@gmail.com

Cell: **0320-205-6052**



1. Professional Profile

Having 32 year multiple serving experience and presently working at Professional Development Centre of Jinnah Sindh Medical University Karachi. A retired Airman from Pakistan Air Force after serving 18 years on various operational/supervisory/instructor levels and after retirement have served as Aerospace Instructor at CAA (Civil Aviation Authority), Manager / Executive Secretary at NGO named Rotary Club of Karachi, Registered Lawyer at Karachi Bar Association since 2010, Liaison officer at New Zealand Consulate General Karachi, and Government Relationship officer at Atrium Mall Karachi.

2. Jobs Summary

- ❖ Jinnah Sindh Medical University (presently working)
- ❖ Government Relationship Officer at Atrium Mall Karachi
- ❖ Liaison Officer at New Zealand Consulate General
- ❖ Executive Secretary/ Manager at Rotary Club of Karachi - International NGO
- ❖ Instructor at Aviation Tech Services
- ❖ Iqra Law Associates as lawyer
- ❖ Retired Airman from Pakistan Air Force

3. Education and Certificates

- ❖ Bachelor of Law
- ❖ Sindh Higher Education Commission Office Management Course as Coordinator/ facilitator
- ❖ Instructional techniques distinction certificate
- ❖ Pedagogical Cognitive and learning skills course from PAF complex Islamabad
- ❖ English Language special Course
- ❖ Best Instructor certificate
- ❖ Computer based instruction and hands on training certificate
- ❖ System Networking and Administration from Naval Engineering College

4. Working Experience

Government Relationship Officer at Atrium Mall Karachi

- All official correspondence on behalf of CEO and Directors
- Advise HR department to Plan proper utilization of Human Resources
- Advise and conduct internal operations and marketing activities
- Contact to seek support and services by contacting different Governmental, semi-Governmental, private, public, Military and Para Military organizations
- Coordination with mall management, floor in charges, security department, to guide and resolve internal issues, resolve and investigate various burglary activities in mall
- Liaison with different organizations for tax affairs of the mall

- Contact and deal with EOBI, SESSI, Labour department officers and departments for the staff contributions and to make proper records for further assessment
- Contact and coordinate with Cantonment boards for taxation issues
- Outline the detailed SOP's for specific procedures of the mall
- Assist and support CEO, Mall Manager, Marketing Head to run various activities of mall

Liaison Officer at New Zealand Consulate General under direct supervision of Consul General

- Responsibility of New Zealand Visa Facilitations
- Assisting the Honorary Consul General in Council Matters
- Dealing with visa related queries of the applicants and then submitting to Embassy
- Dealing with Visa Verifications process of the applicant's from different Government and Non-Government organizations
- Managing Consulate office in absence of Honorary Consul General and Coordination with Immigration New Zealand Dubai office
- Coordination with Ministry of Foreign Affairs Islamabad
- Representation of Honorary Consul General during his absence in different events
- Administration and handling of Consulate General affairs and other matters including CG's personal

Executive Secretary/ Manager at Rotary Club of Karachi (International NGO)

- Assisting Club President in daily routine matters
- Preparing weekly reports/agenda for meetings
- Handling Scholarships programs correspondence
- Arrangements of weekly meetings at the Pearl Continental Hotel
- Correspondence with various people leading their organizations for inviting them as a Guest Speaker
- To write the letter of thanks to guest speakers
- To help out the editor for weekly news letter
- To arrange and organize Board of director's meetings, take minutes and coordinate with board members to update the progress of various ongoing club projects
- Maintain / update club's website
- Update and maintain the filing system
- Participate/ manage/ arrange the events organized by the club
- Interact with members for meetings and different club events
- Interact Directors and Executives of Multinational companies

Iqra Law Associates

Associated with Iqra Law Associates since 2010

Aero Space (Airframe) Instructor

More than one year teaching experience as an Engineering Instructor in Aviation tech services (ATS) under civil aviation authority to LWTR students.

Aero Technician and Airframe Instructor

September 1990 -September 2008 (18 years)

Working experience of Mirage Fighter Aircraft, Aerospace ground equipment, Administration of Office, Tools management department (CTS), Electro plating, and Instructional Duties with Vast experience and knowledge of Technical subjects and man power administration, operational and supervisory assignments 04 years Aerospace instructional experience to Officers, Junior Commissioned Officers, Aero apprentices, Navel students and foreign students of Sri Lanka, Palestine, Bangla Desh, Zimbabwe, Qatar, Nepal as an technical instructor in School of Aeronautics (SOA) PAF Korangi Creek