

# Muhammad Akbar Khan

## Training & Development

Project Management | Content Designing |  
TNA | Communication | Training Delivery | E-Learning

## WORK EXPERIENCE

### ABOUT ME


With 8 years of experience as a Training and Development practitioner, including extensive experience in e-learning and digital content creation, I have demonstrated the ability to design and deliver customized training programs that meet the specific needs of diverse target audiences. I possess strong competencies in identifying training gaps, conducting training needs assessments, and developing appropriate training interventions, leveraging e-learning and digital content to enhance learning outcomes.

### SKILLS

- Training Designing and Delivery
- TNA
- Team Management
- Digital Training Content Creation
- Presentation and Reporting
- Stakeholder Management
- Team Lead
- Conflict Management
- Community Mobilization
- Youth Engagement
- Campaign Designing
- SAP Planning and Management
- Community Engagement
- Mentoring and Coaching
- Canva
- Video Editing
- Documentary Filmmaking
- Adobe Photoshop

### CONTACT

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#### Training Officer

##### Hashoo Hunar Association I Karachi | Currently Working

- Deliver training sessions to trainees, using a variety of training methods and techniques.
- Evaluate the effectiveness of training programs and make recommendations for improvements.
- Collaborate with managers and supervisors to identify performance issues and develop training solutions.
- Design project DIP operational strategy.
- Addressing skills deficits through tailored in-house training.
- Develop linkages with other Hotels for trainee's job placement.
- Maintain accurate records of training activities and employee performance.
- Created digital content for various learning initiatives such as videos, interactive modules, and simulations
- Conducted needs analysis to identify learning gaps and developed customized e-learning solutions to address those gaps
- Managed learning management systems (LMS) and other digital platforms for delivering e-learning content

#### Consultant Trainer

##### Skill Gain (PVT) | Sindh

- Deliver training sessions to clients, using a variety of instructional techniques, including classroom training, virtual training.
- Develop and deliver training programs for clients on various topics, Social Cohesion leadership, communication, E-Commerce and participant development.
- Conduct needs assessments and gap analyses to identify training needs and design effective training solutions.
- Collaborate with client stakeholders to ensure training programs align with business goals and objectives.
- Maintain accurate records of training activities and participant performance.
- Facilitated virtual instructor-led training (VILT) sessions and webinars to supplement e-learning programs.
- Maintained and updated e-learning content and materials to ensure accuracy and relevance.

2022 Mar- 2022 Apr

#### Lead Trainer

##### Taqweem e Pakistan I Karachi

- Develop and lead training programs on women empowerment and community resilience for project beneficiaries, including women, youth, and community leaders.
- Design and develop training materials, including training manuals, presentations, and visual aids, to support the training program.
- Deliver training sessions to beneficiaries, using a variety of training methods and techniques, such as participatory learning, group discussions, and role-playing.
- Monitor and evaluate the effectiveness of training programs, and make recommendations for improvements.
- Provide guidance and mentorship to project staff and community partners on women empowerment and community resilience strategies.
- Develop and maintain relationships with stakeholders, including local organizations and government agencies, to support project objectives.
- Stayed up-to-date with emerging trends and technologies in e-learning and digital content creation
- Facilitated virtual learning sessions using web conferencing tools like Zoom or Teams
- Created digital content for various learning initiatives such as videos, interactive modules, and simulations.

2021 Oct- 2022 Feb

#### Youth Engagement Officer

##### Search for Common Ground Pakistan I Sindh

- Develop and deliver training programs on leadership, communication, and other relevant topics to build youth capacity.
- Provide mentorship and guidance to youth leaders and support their personal and professional development.
- Conduct research and analysis on youth issues and trends to inform program development and decision-making.
- Collaborate with community partners, including government agencies, schools, and nonprofit organizations, to support youth engagement initiatives.
- Plan, coordinate, and lead youth engagement activities, including workshops, trainings, and outreach events.
- Managed learning management systems (LMS) and other digital platforms for delivering e-learning content
- Developed and implemented e-learning strategies and programs to improve employee skills and knowledge

2021 Apr - 2021 Nov

## EDUCATION

*Virtual University of Pakistan*  
*Bachelors in social sciences continue.*

*Intermediate*  
*Zia ud din college and university*

*Matriculation Computer Science,*  
*Gov.t boy's Comprehensive sec school*  
*Korangi.*

## CERTIFICATION

Certified Master Trainer from (FESF) Family Education Services Foundation 2020.

Certified Trainer from (FESF) Family Education Services Foundation 2018

Certified Facilitator from (CDA) Channan Development Association 2015.

Certified in Leadership Training from (SIE) Society for International Education 2013.

YLC 07 Days Leadership conference from (SOL) School of Leadership 2014.

JLC 03 Days Leadership conference from (SOL) School of Leadership 2016

Alumni of Pakistan U.S alumni network.

Master Trainer

**RESWO (USAID) Funded I Karachi**

- Design content as per learner needs and program.
- Conduct master training program with young trainers to train them.
- Design training session & Day Plan as per Facilitator handbook.
- Find training gaps using the assessment and evaluation tools.
- Conduct outreach activity among the targeted audience.
- Provide mentoring for resources and business goals.
- Organize and design community engagement events.
- Conduct Training sessions almost 30 Plus Modules in which are Personal Development, Professional Development & Social Action Project like Leadership, Teambuilding, Entrepreneurship & Life skills. Successfully completed 100+ social action projects among the community on different SDG's, Organize community engagement events.

2018 Jun- 2020 July

Co-Trainer

**Family Education Services Foundation | Karachi**

- Strives to deliver high-quality training and mentorship to youth for they develop their capacities and also learn to think critically and analytically about issues that concern their communities.
- To create a large network trained and skilled youth leaders committed to positive social change.
- Conduct Training sessions almost 30 Plus Modules in which are Personal Development, Professional Development & Social Action Project like Leadership, Teambuilding, Entrepreneurship.
- Design training session & Day Plan as per Facilitator handbook.
- Monitor participant's performance and response to training.
- Maintain Database of all training records.
- Making the Weekly report of Delivered Training sessions for the Training Supervisor.

2017 Sep - 2018 Mar

Trainer/ Community Mobiliser

**Charter for Compassion Pakistan } Sindh**

- Develop and implement training programs for community members and NGO staff on topics such as project management, community development, and leadership skills.
- Coordinate and facilitate community meetings and workshops to promote participation and collaboration among community members.
- Mobilize and organize communities to participate in development projects and initiatives.
- Manage project budgets and resources, and ensure compliance with donor and organizational policies and procedures.
- Prepare reports, presentations, and other materials to communicate project progress and impact to stakeholders and donors.

2014 Feb- 2017 Aug