



**Government of Khyber Pakhtunkhwa
Local Government Elections & Rural Development Department
Local Governance School**

Dated Peshawar, the 13/7/2018

REFERENCE LETTER

I am pleased to write this reference letter for Mr. Ataul Haq, validating & referring his services, experience and skills to any prospective employer.

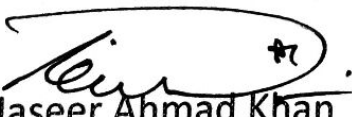
Mr. Ataul Haq has served the Local Government & Rural Development Department, Government of KPK, Pakistan for 25 years. He worked on multiple staff and deputation assignments, both within the department as well as GIZ & World Bank funded Projects. His main work experiences and skills are the as under:

Executive support & Special Assistance, Administrative Support Service, Human Resource Management, Project Management, Communication, Strategic Planning, Coordination, Training & Orientations, Government & Policy formulation, Municipal Service Operations. Flood & Emergency Services. Training Module's development. Customer Support & Relations, Time Management, Community & Social Services, Resource Creation & Management, Joint Monitoring & Evaluation, Infrastructure Development. Initiative building. Meeting & Event Planning, Scheduling, Minutes taking. Budgetary & Financial Support, Basic Bookkeeping. Good & Services Procurement.

He worked on the below important positions.

- Director, Local Governance School, Government of KPK- Jul 2013 – May 2015
- Secretary, Local Council Board, Local Govt Department - Sep 2010 – Jul 2013
- Administrator/ Tehsil Municipal Administration- August 2008 – Sep 2010 – TMA Mardan
- Deputy Secretary (Administration) Local Council Board, Sep 2007 – Apr 2008
- Administrative Officer CIP (World Bank Funded) Sep 2005 - Sep 2007
- Administrator – Chief Officer, Municipal Committees – Kohat, Pabbi, Nowshera, Takht Bhai & TMO-Tehsil Municipal Administration Nowshera, Amangarh- Jun 1995-Sep 2005 -
- Project Administrator - GIZ (German Agency for technical cooperation) Jan 1991 – May 1995

I wish him a joyful future besides a thrilling, enthusiastic and vibrant career allied to his skillset.


Naseer Ahmad Khan

Assistant Director

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