



NEWSLETTER



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Dear Esteemed Members of the Memon Professional Forum,

As the crescent moon of Shawal sighted, marking the end of the holy month of Ramadan, I extend my warmest Eid greetings to you and your loved ones. May this auspicious occasion bring you joy, health, and prosperity. May Allah SWT accept our all ibadah and deeds and reward us with His blessings.

Eid is a time for reflection, gratitude, and togetherness. It is a moment to celebrate the strength of our Muslim community and the bonds that hold us together. Let us take this time to appreciate the journey we've shared and the successes we've achieved, both as individuals and as a collective.

May your homes be filled with laughter, your tables with bounty, and your hearts with contentment. As we enjoy the festivities, let us also remember to share our blessings with those less fortunate and carry forward the spirit of generosity that Ramadan embodies.

On behalf of the Memon Professional Forum, I wish you all a very Happy Eid. May this day be as beautiful as the legacy we are creating together.

Eid Mubarak!

Warm regards,

Mustafa Farooq
Honorary General Secretary
Memon Professional Forum

New Member's Get together

MPF hosted a New Member's Get-Together on Saturday, January 20, 2024, at the MPF Office. This gathering was specifically arranged to warmly welcome our new members into the MPF community. The event's primary goal was to offer a deeper understanding of MPF, facilitate connections among members and address any inquiries or concerns they may have regarding their MPF contributions.

MPF's 3 Ex-President's Mr. Mohammad Rafiq Rangoonwala, Dr. Muhammad Khalid Bhambha, and Mr. Muhammad Ashraf Bawany honored the event as Guest of Honor. Additionally, the event was also attended by Mr. Anwar Khan, founder of Pak Angel Inc., who, along with Mr. Naeem Khanani, shed light on their projects within the Memon Community.

Mr. Irfan Amanullah, President of MPF, extended a warm welcome to all attendees in his address. The 3 Guest of Honors shared their experiences & journey as MPF member and Office Bearers. The event concluded successfully, with Mr. Mustafa Hanif Balagamwala, Vice President of MPF, delivering a vote of thanks. Mr. Mustafa Farooq, Honorary General Secretary of MPF, adeptly served as the Master of Ceremony for the event.

The participants expressed their gratitude for the informative sessions and networking opportunities provided for MPF members.





Mental Flow – Mental Health is Universal Right

The seminar titled "Mental Flow – Mental Health: A Universal Right," was held on Friday, February 02, 2024, at Karachi Gymkhana. The seminar was aimed to illuminate the importance of mental health as an intrinsic human entitlement. It explored the concept of mental flow, highlighting the state of optimal well-being and experience. Dr. Imran Yousuf, a distinguished Mental Health Psychologist and Honorary Consul General of the Philippines, graced the occasion as the Chief Guest.

During the seminar, Dr. Uroosa Talib, Consultant Psychiatrist and Chief Medical Officer at Karwan-e-Hayat, and Ms. Shagufta Salman Naliyawala, an Integrative Psychotherapist, Addiction Therapist, Certified Hypnotherapist, and Reiki Healer, delivered comprehensive presentations on the subject. The seminar was followed by a very informative Q & A session.

Mr. Irfan Amanullah, President of MPF, extended a warm welcome to the attendees in his address. The event concluded successfully, with vote of thanks by Mr. Mustafa Hanif Balagamwala, Vice President of MPF. Dr. Hira Anis Bumbia was Master of Ceremony for the seminar.





An Evening with Misbah-ul Haq

An Evening with Misbah-ul-Haq marked a special occasion, celebrating the remarkable contributions of the legendary cricketer to Pakistan cricket and as social worker, in the program Mr. Misbah-ul-Haq shedded light on the vision and mission of the Pakistan Children's Heart Foundation (PCHF). The event was held on Tuesday, February 13, 2024, at AKD House and it was graced by Mr. Aqeel Karim Dhedhi, Chairman of AKD Group, as the Chief Guest, alongside Mr. Misbah-ul-Haq, esteemed Guest of Honour.

Mr. Aqeel Karim Dhedhi shared his experience with the NGO's and ask the audience to support Pakistan Children's Heart Foundation (PCHF) for the cause and appreciated the efforts of them. Mr. Misbah-ul-Haq shared his experience & journey with Pakistan Children's Heart Foundation (PCHF) and said that let's work together for the cause.

Mr. Irfan Amanullah, President of MPF, delivered the welcoming address, setting the tone for the evening's proceedings. The event concluded on a high note, with Mr. Muhammad Yaqoob, MC Member Memon Professional Forum delivered a vote of thanks. Guiding the evening's events with finesse, Mr. Abdul Jabbar Rathod, Group Executive Director Dreamworld served as the Master of Ceremony, ensuring the smooth flow of the program.





Is Pakistan Ready for AI? A Seminar on Artificial Intelligence in Pakistan

The seminar was held on Friday, February 23, 2024, at Karachi Gymkhana, in collaboration with the Commecs Old Students' Association (COSA). The seminar was aimed to evaluate Pakistan's readiness to embrace artificial intelligence (AI) technologies. This gathering brought together a diverse range of stakeholders, including government representatives, industry leaders, academic experts, and technologists, to explore the opportunities and challenges associated with AI adoption in the country.

Mr. Asif Peer, CEO & Managing Director of Systems Limited, was the Chief Guest in the seminar. In his speech he shared his journey and experiences.

During the seminar, Mr. Zubair Ahmed Sobani, Founder & CEO of Think Ventures, Dr. Najjia Ashraf, Consultant Dermatologist & Aesthetic Physician, Pakistan's First Artificial Intelligence Specialist at South City Hospital Karachi & National Medical Centre, Mr. Saiyed Shahab Ahmed, Head of Digitalization at Pak Arab Refinery Limited (PARCO) and Mr. Muhammad Farhan Qazi, Consulting Director HR Insights, delivered insightful presentations on the subject.

Mr. Asif Ismail extended a warm welcome to all attendees in his address. The event concluded successfully with vote of thanks by Mr. Irfan Amanullah, President of MPF. Mr. Muaz Popatia was the Master of Ceremony for the event.





CAREER OPPORTUNITIES IN NGO SECTOR

ACADEMIC ADVISOR

A leading NGO in Karachi working in education sector is looking for an energetic, experienced and hardworking individual for the position of **ACADEMIC ADVISOR** for its education program being run in collaboration with various schools, colleges and universities.

Overview of Position:

Mentoring and advocating for students enrolled in our educational program, you will be an Academic Advisor. It will be your duty to offer students customized academic counselling, mentor-ship, and support services to enable them to overcome obstacles and realize their learning objectives.

Key Responsibilities:

- * Provide one-on-one academic advising and mentoring to students, addressing their educational needs and aspirations.
- * Be in charge of overseeing school administration, including but not limited to visiting classrooms and infra-structure facilities, and make sure that the Board of Trustees receives consistent feedback on all matters pertaining to the schools.
- * Assist students in setting academic and career goals, and develop action plans to achieve them.
- * Advocate for students' access to educational resources, financial aid, and support services.
- * Collaborate with other staff members to design and implement educational workshops, tutoring sessions, and enrichment activities.
- * Monitor students' academic progress and intervene as needed to provide additional support and resources.
- * Maintain accurate records of student interactions and program participation.
- * Perform any other tasks assigned by the Board of Trustees related to the School activities.

Qualifications:

- * Minimum Bachelor's degree in education, social work, psychology, or a related field (Master's degree preferred).
- * Holding around 10 years' work experience in a similar capacity. The candidate must not be more than 45 years of age along with strong interpersonal and communication skills and ability to engage effectively with students from diverse backgrounds.
- * Knowledge of educational resources, community services, and support networks for under-served youth.
- * Proficiency in Microsoft Office and other relevant computer software.

How to Apply:

If you are passionate about empowering under-served communities through education and meet the qualifications for this position, we encourage you to submit your resume and cover letter along with a recent passport size photograph to e-mail; **mpforum@yahoo.com** not later than **April 26, 2024. Kindly mention the position "Academic Advisor" in the subject line.** Applications will be reviewed on a rolling basis until the position is filled.

The NGO is an equal opportunity employer and is committed to diversity, equity, and inclusion in all aspects of our work.

MANAGER FINANCE

A leading NGO working in food charity and sustained food supply network for needy and poor in Karachi/Sindh is looking for an energetic, experienced and hardworking individual for the position of **MANAGER FINANCE** having expertise in ERP SYSTEM.

Overview of Position:

The Manager Finance position in Karachi is a pivotal role requiring a dynamic individual with substantial experience and proficiency in ERP systems. The incumbent will be responsible for overseeing all financial aspects of the organization, with a focus on optimizing processes through the effective utilization of ERP software. This role offers an exciting opportunity for a dedicated and hardworking professional to contribute to the financial management and strategic growth of a leading NGO.

Key Responsibilities:

- * Manage all financial operations of the organization, including budgeting, forecasting, and financial reporting.
- * Implement and maintain ERP systems to streamline financial processes and enhance efficiency.
- * Provide training and support to staff on ERP system usage and best practices.
- * Ensure compliance with regulatory requirements and internal policies.
- * Conduct regular audits to maintain accuracy and integrity of financial data.
- * Collaborate with CEO/Trustees to develop and execute strategic financial plans.
- * Lead and mentor the finance team to achieve departmental objectives.
- * Stay updated on industry trends and best practices in ERP and financial management.

Qualifications:

- * Bachelor's or Master's degree in Finance, Accounting, or related field.
- * Holding around 10 years' work experience in a similar capacity. The candidate must not be more than 45 years of age along with strong interpersonal and communication skills.
- * Professional certification (e.g., ACCA, CIMA, CPA) is a plus.

How to Apply:

If you are passionate about empowering under-served communities with dedication and meet the qualifications for this position, we encourage you to submit your resume and cover letter along with a recent passport size photograph to e-mail; **mpforum@yahoo.com** not later than **April 26, 2024. Kindly mention the position "FINANCE MANAGER" in the subject line.**

A leading NGO in Karachi working in **health care sector** with large project is looking for dynamic individuals for the following positions:

CHIEF FINANCIAL OFFICER

Overview of Position:

We are seeking an experienced and dynamic individual to join our team as the Chief Financial Officer (CFO). This pivotal role requires a seasoned professional with strong leadership capabilities and expertise in financial management functions. The CFO will play a key role in overseeing the financial operations of the organization and providing strategic direction to ensure financial stability and sustainability.

Key Responsibilities:

*** Financial Leadership:**

- Develop and execute financial strategies aligned with organizational objectives.
- Oversee financial planning, budgeting, and forecasting processes.
- Monitor financial performance and provide insights to senior management for informed decision-making.
- Implement best practices for financial management and risk mitigation.

***Internal Audit:**

- Establish and maintain effective internal control systems to safeguard organizational assets.
- Conduct internal audits to assess compliance with policies, procedures, and regulatory requirements.
- Identify areas for improvement and implement corrective actions to enhance efficiency and effectiveness.
- Liaise with external auditors and regulatory bodies as needed.

***Team Management:**

- Lead and mentor the finance team, fostering a culture of collaboration, accountability, and continuous learning.
- Provide guidance and support to staff to ensure professional development and growth opportunities.
- Promote transparency and ethical behavior across the organization.

***Strategic Planning:**

- Collaborate with senior management/Trustee to develop long-term financial plans and objectives.
- Assess financial risks and opportunities and propose strategic initiatives to drive organizational growth.
- Support fundraising efforts by providing financial insights and demonstrating financial accountability to donors and stakeholders.

Qualifications:

Chartered Accountant with a minimum experience of at least 10 years in financial management with a leading organization at leadership level. The candidate must not be more than 50 years of age along with strong interpersonal and communication skills.

HUMAN RESOURCE MANAGER

Overview of Position:

Join our team as the General Manager of Human Resources in Karachi. We're seeking an experienced and dynamic individual to lead our HR department. This key role requires strong leadership, strategic thinking, and a passion for organizational development. The General Manager will oversee all aspects of HR, including talent management, employee relations, and compliance. If you're a results-oriented professional with a commitment to driving positive change, we encourage you to apply and become part of our dedicated team.

Key Responsibilities:

***Strategic HR Leadership:**

- Develop and implement HR strategies aligned with organizational goals.
- Provide guidance and support to senior management on HR-related matters.
- Drive initiatives to enhance employee engagement and retention.

***Talent Management:**

- Oversee the recruitment and selection process to attract top talent.
- Develop and implement effective onboarding and training programs.
- Implement performance management systems to drive employee development.

***Employee Relations and Compliance:**

- Ensure compliance with labor laws, regulations, and organizational policies.
- Manage employee relations issues and grievances in a fair and consistent manner.
- Foster a positive work environment built on trust and respect.

***HR Operations and Administration:**

- Oversee HR operations, including payroll, benefits administration, and record-keeping.
- Ensure the efficient delivery of HR services to employees.
- Implement HRIS systems and technology solutions to streamline processes.

***Leadership and Development:**

- Lead and mentor the HR team, fostering a culture of excellence and innovation.
- Provide guidance and support to staff to ensure professional development opportunities.
- Promote a culture of diversity, equity, and inclusion across the organization.

Qualifications:

- * Bachelor's or Master's degree in Human Resources, Business Administration, or related field.
- * 15 years of progressive HR experience, with 5 years in a leadership role. The candidate must not be more than 45 years of age along with strong interpersonal and communication skills and ability to engage effectively with students from diverse backgrounds.
- * Commitment to the mission and values of the NGO sector.

MARKETING EXECUTIVE

Overview of Position:

Join our team as a Marketing Executive in Karachi. We're seeking an energetic, experienced, and hardworking individual with excellent communication skills and IT knowledge to drive our marketing efforts. The Marketing Executive will play a key role in promoting our organization's mission and programs, engaging with stakeholders, and implementing marketing strategies across various channels. If you're passionate about making a difference and have a creative flair for marketing, we encourage you to apply and become part of our dedicated team.

Key Responsibilities:

***Marketing Strategy and Planning:**

- Develop and execute marketing plans to promote the organization's initiatives and projects.
- Conduct market research and analysis to identify target audiences and market trends.
- Collaborate with the marketing team to create innovative campaigns and promotions.

***Digital Marketing and Social Media Management:**

- Manage the organization's online presence across various digital platforms.
- Create and curate content for social media channels, website, and email campaigns.
- Monitor and analyze digital marketing metrics to optimize performance and engagement.

***Brand Management and Communication:**

- Ensure consistency in brand messaging and visual identity across all marketing materials.
- Develop and maintain relationships with media outlets, influencers, and partners.
- Write and edit compelling copy for marketing materials, press releases, and promotional content.

***Event Coordination and Sponsorship:**

- Coordinate promotional events, workshops, and campaigns to raise awareness and support.
- Identify sponsorship opportunities and liaise with potential sponsors and partners.
- Collaborate with internal teams to ensure successful execution of marketing events.

***IT Knowledge and Technology Integration:**

- Utilize IT knowledge to implement marketing automation tools and software solutions.
- Stay updated on digital marketing trends and technologies to enhance campaign effectiveness.
- Collaborate with IT teams to leverage data analytics for targeted marketing strategies.

Qualifications:

- * Bachelor's degree in Marketing, Communications, Business Administration, or related field.
- * 10 years of experience in marketing roles, preferably in the NGO sector or related field. The candidate must not be more than 45 years of age along with strong interpersonal and communication skills and ability to work collaboratively in a fast-paced environment and manage multiple projects simultaneously.
- * Passion for social impact and a commitment to the mission and values of the NGO sector.

How to Apply:

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New Members Induction

Membership No.	Name
M-1493	Sadaf Muhammad Riaz Rawda
M-1494	Furqan Khanani
M-1495	Rubab Jangda
M-1496	Sumaira Shahid
M-1497	Abdul Rauf Sivany
M-1498	Muhammad Hanif Abdul Aziz
M-1499	Muhammad Ali Amin Amiwala
M-1500	Muhammad Irfan
M-1501	Rehan Ahmedani
M-1502	Muhammad Hussain Habib
M-1503	Muhammad Nauman Rauf Quettawala
M-1504	Muneera Adil
M-1505	Farzana Altaf
M-1506	Munira Naeem Sozer
M-1507	Dr. Hina Yousuf Mulla
M-1508	Shagufta Salman Naliyawala
M-1509	Irfan Idrees
M-1510	Abdul Rehman
M-1511	Asmat Ali Memon
M-1512	Aamir Haroon Gatta
M-1513	Waqas Hanif Dandia
M-1514	Khalid Ahmed Memon
M-1515	Uzair Jawaid Gheewala
M-1516	Muhammad Altaf Mukati
M-1517	Muhammad Asif Piryani
M-1518	Dr. Naveed Yousuf

Membership No.	Name
M-1519	Sufiyan Shakil Rangoonwala
M-1520	Muhammad Fareed Rangoonia
M-1521	Hanif Rehmatullah
M-1522	Muhammad Hasan Hanif
M-1523	Muhammad Ovais
M-1524	Ali Abdul Razzak Motiwala
M-1525	Zohaib Anis
M-1526	Muhammad Muzammil Abdul Aziz
M-1527	Abdul Mateen
M-1528	Romaan Abubakar
M-1529	Irfan Ghaffar
M-1530	Muhammad Babar
M-1531	Muhammad Aniq
M-1532	Jaffar Aziz
M-1533	Muhammad Mubashir Hameed Dagia
M-1534	Muhammad Saad Anis
M-1535	Noman Iqbal Baqali
M-1536	Muhammad Muzzamil Imran Anwer