

AGENDA

1. PROGRESS UPDATE

2. PLANNING

(i) Preparation of contracts

To Contract

- Rana Azhar - **PREPARE CAMPAIGN EXECUTIVE CONTRACT - ESCROW AMOUNT?? (SOMIA)**
- Shrey (VA DC) - **FOR VA DC (PREPARE CONTRACT SOMIA)**
- Muhammad Abubakar Siddique (VA DC) - **FOR VA DC (PREPARE CONTRACT SOMIA)**
 - FIBO Agency – Francis Savio (VA HR) - **NO MEETING HELD with HAMZA– do we organise a QCA?? - SOMIA TO PREPARE DRFAT CONTRACT**
 - Hareesh N (Sales & Digital) - **PREPARE CONTRACT FOR SALES PM (SOMIA)**
 - Mohsin Shazad (PM Digital, Abi Bullah Web dev) - **PREPARE 2 CONTRACTS 1 for PM DIGITAL and 1 for WEB DEVELOPMENT**
- **ASIM ALI (PM TECH QC) - PREPARE CONTRACT FOR PM TECH QC**
- **LMS – SAAD???? Omar????** - SANIA to check Status - **CONTRACTS TO BE PREPARED IN ANY CASE**
- USMAN SALMAN (TECH) - **PREPARE CONTRACT –**
- Faizal (QC)

(ii) UPDATES ON:

- Hafiz Muhammad Sufyan (VA DC) - **ACCEPTED CONTRACT**
- Faizal Dean Appt setter - **CONTRACT ACCEPTED**

>>>> HIDAYAT AND UMAIR TO HAVE THEM UPLOADED ON BITIRX _ GIVEN CREDENTIALS

- Amina Mazhar (CW) – **model contract sent - CHASE TO ACCEPT MODEL CONTRACT (SANIA)**
- Ali Pirzada (Technical) H** - **CONTRACT SENT – SANIA to CHASE**
- Umar Saed (tech VA) - **CONTRACT SENT TO CHASE - SANIA**

- Daniel Shakeel (Tech VA) - **STILL UNRESPONSIVE - SANIA TO CHASE 1 more time**

- Jaffar Hussein - web development NO STATUS REPORT – we do not know if QCA was held or not. To check with Hamza
- FIBO Agency – Francis Savio (VA HR) - **NO MEETING HELD with HAMZA– do we organise a QCA?? - SOMIA TO PREPARE DRFAT CONTRACT**

- Deepika Seem (Digital Transformation & Technical) - **HAMZA does not think they are good fit but he needs to meet them again?**
- Kimran Appt Setter?? – **TO HAVE A QCA**

SUBJECT TO COURSE OUTLINE SUBMISSION by Agency AND APPROVAL by Dr. N and/ Dr. A) – MODEL CONTRACT MUST BE SENT UPON QCA

Moe MyintU- director of studies *

Ankita Khanna - Director of studies & Course Co-Ordinator (Business & Professional English/ Elocution)* - 2 contracts.

- Course Co-Ordinator - ABDUL WAKEEL KHAN (General Eng)
- Nouran Elsadek
- Elsa Fernandez
- Masnijuri masnijuri*

(iii) Validation and QCA Meetings

Hamza

- KASHMALA ZAIGHAM EWNS TECH **(QCA)| (Tech VA)
- Muhammed Adeel MURTAZA (QCA AND VALIDATION) ZADERMA TRAINER
- *SAMAN RAFI QCA (VA GEN)*
- Sulaiman Khan (campaign executive agency). **

Dr Nadia

- Nikhil VERMA (ZADERMA QCA TRAINER)
- PRADNIYA WAKLE (Gen Trainer)
- Varun GAHOI (Campaign Executive)
- Prabhu Ramalingam. (To Validate and Do QCA) **

Dr Anton

- FAISAL SAYED (Gen Trainer)
- ASMA AMEER (VA) QCA
- Kishan Srivastava (Sales) **
- Constantina sterescu A**

3. POSTING AND RECRUITMENT CYCLE

URGENT

- Recruitment and Compliance Agency
- PM Agencies esp HR, Admin and Finance
- Gen Trainer Agency - 3 posts – Programme Manager, Course Co-ordinator, Trainer (SUBMIT JD to Dr. Nadia)
- Sales Agency

- VA Appointment Setters
- Course Coordinators (Kids and Teens, Leisure English, Professional English)
- Copywriters

PRIORITY

- **Graphic Designers (logo, sheets Digital Platform Branding etc)**