

Sulaiman Khan

Village New Attari Kamar Khel, UC Tauda Cheena, Tehsil Bara, District Khyber

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Personal Profile Statement

I am an energetic, dedicated and hardworking person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a social science graduate with effective communication and technical skills and previous work experience in communication and management roles while working with various organizations, I am excellent in working with others to achieve a certain objective on time and with excellence.

Educational Qualifications

2014 – 2018	4 Years - Bachelor Studies in International Relations (Social Sciences) <i>Department of International Relations, University of Peshawar</i>
Relevant Courses:	Communication Skills, Conflict Prevention & Resolution, Research Methodology, English, Journalism, Diplomacy and, Human Rights.
CGPA:	3.17/4.00
Class Distinction:	Elected class representative for four years (performance based).
2012 – 2014	Intermediate Examination (Pre-Medical Group) <i>Cadet College Warsak – BISE Peshawar</i>
Grade achieved:	A Grade (Marks: 800/1100)
2010 – 2012	Secondary School Certificate Examination (Science Group) <i>Cadet College Warsak – BISE Peshawar</i>
Grade achieved:	A1 Grade (Marks: 904/1050)

Work Experience

UC Communications Officer **Professional Employers Private Limited** **04/2021 – present**

Main duties performed:

- Conducted Social mobilization for Polio Vaccination and Essential Immunization.
- Monitored and Supervised teams during vaccination campaigns.
- Conducted meetings with Health Care Providers, Religious, Political and Community Influencers.
- Regularly prepared Community Engagement plans, Social profiles and other reports.

UC Communications Officer **CHIP Training & Consulting** **07/2020 – 03/2021**

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Field Data Enumerator

APEX Consulting, Pakistan

03/2020 – 06/2020

Main duties performed:

- Conducted in-person interviews on circular migration with Afghan migrants in Pakistan
- Conducted qualitative interviews with sanitary workers on safety measures for COVID-19
- Conducted In-depth interviews with solid waste collectors at healthcare facilities.
- Productively worked in a team to transcribe and deliver the data in time.

Project Assistant

Khadim Ul Khalaq Foundation (NGO)

07/2019 – 03/2020

Main duties performed:

- Designed and coordinated the plans and schedules of organization activities.
- Implemented community mobilization projects.
- Prepared reports for social media accounts of the foundation
- Designed graphic materials for online dissemination and maintained media database.

Office Assistant

Department of IR, University of Peshawar

12/2018 – 05/2019

Main duties performed:

- Digitized the old academic record of BS students
- Assisted the Controller Examination in exam conduction and result preparation.
- Drafted and organized documents for official correspondance.
- Assisted in other administrative work i.e. Photocopying and record keeping.

Skills and Certified Trainings

Soft Skills:

- | | |
|--------------|--|
| ✓ Teamwork | ✓ Communication Skills |
| ✓ Leadership | ✓ Good at building long term relationships |
| ✓ Motivation | ✓ Conflict resolution |
| ✓ Work Ethic | ✓ Creative and Critical thinking skills |

Technical/Digital Skills:

- 3 months training in Digital Literacy (including MS Office)
- 3 months training in Graphic Design (Adobe Photoshop, Illustrator)
- 3 months training in Digital Marketing (Social Media Apps)
- 3 months training in QuickBooks (Financial management Software)
- Excellent typing Skills (40 plus WPM)
- Event management and organizational skills

Other:

- Capacity Building training by UNDP Pakistan

Volunteer Positions Held

Founding President

Warsakians Association (Alumni Network)

04/2015 – 11/2019

Established an Alumni Network for the former students of Cadet College Warsak where I:

- Planned and organized events such as Annual Reunions, Cultural Night and Sports competitions.

- Created a database of the Alumni through online bio-data forms (Google Forms).
- Organized and conducted elections for new cabinet of the Association.

House Commander

Sher Shah Suri House, Cadet College Warsak

09/2012 – 05/2013

- Responsible for a hundred and fifty students' studies, welfare, security and maintenance of hostel.
- Coordinated with Principal, Adjutant and Senior House Master.
- Held meetings with House Commanders and students.
- Received the 'Best House in Discipline Award' on behalf of my house.

Hobbies and Interests

- Volunteer work
- Mass Mobilization
- Human Rights protection
- Reading Books and Newspapers
- Learning new skills
- Video Editing

Languages

- **English** (Proficient) - Both written and spoken.
- **Urdu** (Proficient) - Both written and spoken.
- **Pashto** (Native language)

References

Muhammad Farooq Afridi

Chairman / Khadim Ul Khalaq Foundation (KKF)

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Tel: (091) 5529200 / +92 3339359259

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Mr. Zia Ur Rahman Zia

Lecturer in International Relations/BS Coordinator

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