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| Kashif Ullah Khan  Cell No:00923344647229  Mohalla hajjiyan,village dagbehsud, PO pabbi district Nowshera KPK  Email: kashikhan93@gmail.com | C:\Users\kashikhan1\Music\jksxd.jpg |

**Career Objectives**

* To contribute towards the growth and development of a dynamic organization having opportunities for both personal and professional growth, where I can add value to the work environment together with achieving goals and targets both for self-contentment and for the organization.
* To pursue a challenging position in a reputable and futuristic organization and prove my skills and competencies by contributing to the organizational success.

**Executive Profile**

* Ability to learn new tasks and ideas quickly.
* Practical exposure of working with seniors and middle management.
* Good communication and interpersonal skills.
* Ability of adjust and work in team environment.
* Ability to work under pressure.

**Professional Experience**

**Store Assistant at Khyber Tobacco company Mardan December 2015 to August 2016**

* + Receiving and issuance of material.
  + Record maintenance
  + Preparation of MRN

**TTM (Temporary Tehsil Monitor) August 2016 to January 2019**

* Conducting UPEC meeting and team trainings for polio campaign.
* Ensure 100% micro plans desk revision and field validation
* Ensure 100% trained team members above 18 Yrs.
* Assist in monitoring of timely distribution of DDM Cards.
* Tally sheet analysis of the (during process) campaign.
* Monitoring and Supervision of all “AIC and Team” training sessions and report submission to PEO, PDA.
* To maintain all pre-record in Health facility in the folder.
* Monitoring report consisting of team deployment, vaccine status and presence of must members.

**UCPO (Union Council Polio Officer) at chip training and consulting at WHO project January 2019 to march 2021.**

* Conducting UPEC meeting and team trainings for polio campaign.
* Ensure 100% micro plans desk revision and field validation
* Ensure 100% trained team members above 18 Yrs.
* Assist in monitoring of timely distribution of DDM Cards.
* Tally sheet analysis of the (during process) campaign.
* Monitoring and Supervision of all “AIC and Team” training sessions and report submission to PEO, PDA.
* To maintain all pre-record in Health facility in the folder.
* Monitoring report consisting of team deployment, vaccine status and presence of must members.
* Conduct post campaign assessment in union council.
* Miss Children follow-up.
* Zero Dose Verification.
* Support and facilitate Routine Immunization outreach sessions.

**Time keeper at AS CONSTRUCTORS(Private) LIMITED August 2021 till Now**

* Maintaining Attendance Record
* Making Wages Report (Computerized+ Manual)
* Maintain Labor Wastage

**Academic Record**

* MBA 1.5 (Humane ressources) City University of science and information tech Peshawar
* BBA(hons) (marketing) Abdul Wali Khan University Mardan
* Fsc (pre engineering) BISE Mardan
* Matric (Science Group) B.I.S.E Mardan

**Computer Skills**

Proficient in MS-office, internet surfing and e-mail applications.

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**Personal Information**

* Father Name Sher bahadar khan
* Date of birth 21st feb, 1993
* Marital status married
* Religion Islam
* Nationality Pakistan

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**Languages**

* English Conversational
* Urdu Conversational
* Pashto Conversational
* Punjabi Conversational-Limited

**Hobbies & Interests**

* Sports such as cricket.
* Travelling.
* Surfing the Internet.
* Riding motorbikes.

**Attributes**

* Good listene,Solid work ethic,Desire to excel,Meet deadline,Enjoy fast paced working environment extraordinary factual recall…
* I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit for your organization.
* You will benefit from my outstanding abilities and capabilities. I possess high energy level of hardworking and honesty.
* I am positive a personal interview would more accurately reveal my qualifications and the contribution I can make towards your organization’s success.

**References**

Reference will be provided on spot if necessary.