

MUHAMMAD YOUNIS KHAN

(M.COM)

Alizai Gate, D.I.Khan

mail: youniskundi@gmail.com



Career Objectives:	"To seek a career position in a progressive organization, which should be challenging & demanding where I can practice my repertoire and learn new skills".
Summary:	One & half Month's Internship from NATIONL BANK OF PAKISTAN TIJARAT GANJ Branch DERA ISMAIL KHAN
Personal Profile:	Father's Name: ABDUL QAYYUM KHAN Nationality: Pakistani Date of Birth: 18-07-1981 N.I.C #: 12101-6887861-7 Domicile: Distt: TANK(KPK) Cell No: 0300-5900006 & 0346-7866177
Education:	Academic: <ul style="list-style-type: none">• M.COM : 2006 Gomal University, Dera Ismail Khan Marks : 75% Total Marks : 1583/2100 Grade : A1 Division : 1st• B.COM (Bachelor of Commerce) : 2003 Gomal University, Dera Ismail Khan Marks : 60% Total Marks : 853/1400 Grade : B Division : 1st
Computer Skills:	➤ MS OFFICE ➤ WINDOWS OPERATING SYSTEM ➤ SURFING OF NET
Languages Ability:	➤ Urdu, English, Pashto, Saraiki,

<p>Experience</p>	<ul style="list-style-type: none"> ➤ Working in NCHD (National Commission for Human Development) as Assistant Finance and Admin section Since 07 December 2010 to December 30, 2011. ➤ Help all programs in preparing program budget at district level ➤ Preparation of Monthly Financial Reports then forwarding to Head office ➤ To Control the petty cash payments, their verification and entry to the relevant heads ➤ Preparing the Supporting documents for vouchers ➤ Supervise administrative and logistics arrangements ➤ Summarizing the bills as per their expenses and relevant budgets heads ➤ Preparing of payroll of core staff ➤ Preparation of leave record ➤ Keeping update records of inventory by analyzing physically ➤ To purchase items required by program according to purchase policies of Organization ➤ Keep check on the vehicle usage and updating of vehicle log books ➤ Keep better liaison with bank
	<ul style="list-style-type: none"> ➤ Business Sales Officer (BSO) - May 11, 2015 To Nov 13, 2017, HBL Bancassurance, HBL Main Branch D.i.khan. ➤ Develop Business Leads to achieve business objective. ➤ Ensure Sales process and operation flow and quality in accordance to banking policies and Compliance requirements. ➤ To generate Life Insurance business from HBL Branch. ➤ Attending team meeting of Bank branches & Interacting with the BM/RM of Bank. ➤ Ensuring Productivity of monthly basis. ➤ Renewal Persistency. ➤ For this purpose I personally meet to High personalities to Achieve my aim, So that I can complete my work.
	<ul style="list-style-type: none"> ➤ Working Experience in Islamic Micro Finance AKHUWAT as Assistant Area Accountant (from November 9, 2017 to September 14 2021). ➤ Maintain all records of Accounts Properly. ➤ Adjust petty Cash according to office budgets. ➤ Daily Cash Closing Summarized & Send Cash in hand report to Regional Accountant. ➤ Recoveries of all branches posted in MIS. ➤ Prepare Salary Sheet off All Staff and their Attendance and Send to Head office. ➤ Verify cases from LAC Register i.e amount, name, Fund Request, sign etc. ➤ Complete checking of cases before making of cheques.(I.e Documents) ➤ Before Disbursement Fund Request to RM.

	<ul style="list-style-type: none"> ➤ Death Case Complete with All necessary documents & send to Head office for further process. ➤ Finally Prepared Monthly Closing and send to Head office. ➤ Together with RM, AM and with all staff to discuss specific Issues and help to resolve them in Monthly Meeting. ➤ Personally contact with AC and DC to keep them informed of all our activities and to ask for help. ➤ Working Experience in HBL Personal Loan as Retail Sales Officer (RSO) (from September 16, 2021 to 10 Jan 2022). ➤ Through telephonic calls all our HBL Account holders to take out a loan and try to live up to their expectation with full confidence. ➤ Effectively identify customers credit needs and provide appropriate loan solutions. ➤ Build strong, trusting relationship with new & existing customers. <p>Work as an individual contributor and as a part of team to achieve a goal.</p>
	<ul style="list-style-type: none"> ➤ Working Experience in UNICEF(People) As UCCSO (Union Council Communication Support officer) from 12 Jan 2022 to till Date, <p>This position will be mainly reporting to respective DHCSOs and Provincial COMNet Project Team (various levels)</p> <p>Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)</p> <ul style="list-style-type: none"> • Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation. • Ensure influential religious leaders, elders, etc. are included in team micro-plans • Assist in preparation of SMS' work plan and ensure inclusion of SMS' names in the VC micro-plan • Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices. • To ensure communication and social mobilization planning is included in UC micro plans of the highest quality. • Support in micro planning, including determining best timings (flexible) for vaccination activities. • Ensure, through Medical Officer in Charge (MOIC)/DMO, that routine immunization services are made available to cover the high-risk groups. <p>Implementation & Monitoring (Mapping)</p> <ul style="list-style-type: none"> • List congregations that require interventions and mobilize leaders in coordination with MOIC.

- | | |
|--|--|
| | <ul style="list-style-type: none">• Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.• Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.• Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination.• Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.• Monitor effectiveness of SMS and the activities conducted by him/her.• Ensure orientation of Religious and Community leaders at the UC- level. |
|--|--|