**RESUME**



**Imran Khan S/O Junaid Khan**

**Present Address:** Shah Jee Town street#2 H/N 286 near Malik Jahangir Hujra Ring road Dist. & Tehsil Peshawar.

**Permanent address**: Aziz Ul Haq Electronics, Latifabad Patang Chowk Ring road Peshawar

**Email:** imrankhan\_3@hotmail.com

**Contact No:** 0315-9090763 / 0315-9090763

**Blood Group:** A+

|  |
| --- |
| CAREER OBJECTIVES |

Seeking a challenging post where excellent working conditions conducive to character building and development of managerial skills are provided. Working in the best favor of the organization and hoping for a good career. Willing to work in highly competitive environments and have a dedication to challenging jobs. High motivated to build a bright carrier through personal efforts and struggle in an innovative esteemed organization. Special interest in Research and Development

|  |
| --- |
| Previous works experience. |

* Working in a construction company as a vehicle safety officer in Oman Muscat
* Assistant Enterprise trainer in SRSP.
* Health & Hygiene Master Trainer in SRSP.
* Written and verbal reporting on progress on a weekly basis
* Assisted the lead trainer in the preparation of training material
* Facilitated in preparation of training material, handout, flip chart, attendance sheet, registration forms, and pictorial stories
* To attend daily, weekly, and monthly review meetings to learn stock holder about areas that need improvement and then assist the dedicated task force to perform and achieve required goals.
* Work as Field supervisor & computer operator in New Malik Afridi, & Co. Constructor Company.
* Organize parent-teacher conferences to maximize student learning opportunities.

**Key Responsibilities.**

* Coordinating with Site Foremen and Engineers.
* Compliance and modification of the Document Control Procedure.
* Maintaining and updating the database and also manual filings.
* Document Registration.
* Work with the Field supervisor officer in the field.
* Assistant engineering team during bidding & evaluation stages.
* Verification/receipt of drawings/documents status for the incoming transmittals.
* Daily inspection of Hygiene kit.

|  |
| --- |
| **Certification** |

* Certified Master trainer of Sahara Development Organization
* Master trainer in SRSP social sector.
* Master trainer of UNDP in Enterprise Development.
* Certified Asst Mechanical engineer in Jasmine.
* Certified Computer operator in FSB (Constriction Company) Oman.
* Certified Trainer of Develop material on Health & Hygiene SRSP.

WORK EXPERIENCE

Mechanical engineering (2.5Years) and social sector total 4 years of work experience as a Document Controller, Computer operator & Master trainer.

|  |
| --- |
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS   * Bachelor in International Relations from Peshawar University 2009) * Diploma in Mechanical engineering “2nd division Grade B” from GCT 2001 to 2004 * Matric in Science from BISP in” 2nd division (2000). |

* Diploma in Computer software and hardware engineering from “ICMS”.

Computer Skills

* OFFICE AUTOMATION
* INTERNET
* SOFTWARE, HARDWARE
* TYPING (Speed 30 p/m)

|  |
| --- |
| LANGUAGE PROFICIENCY |

* English, Urdu, Pashto.

|  |
| --- |
| OTHER INTERESTS |

* Fitness, Cooking, Swimming, Traveling, etc.

|  |
| --- |
| PERSONAL INFORMATION |

Date of Birth: 11-7-1986.

Address : Village & P.O.B Shagi Bala Daudzai

T/D Peshawar , Pakistan.

Reference

DECLARATION

I hereby declare that all above information are true and correct to the best of my knowledge and belief.

|  |
| --- |
|  |