



# Naeem Khan

Business Development Officer

+92.333.9688385

naeem.orak@gmail.com

Other, Hangu, Pakistan

## Summary

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Skills

Communication Skills | Conflict Management | Field Coordination | Teamwork

## Experience

Jun 2015 - Dec 2016

### Business Development Officer

AYS international, Peshawar, Pakistan

- Research the market for identifying new business opportunities.
- Respond to the client queries regarding the products in a timely fashion.
- Develop business proposals for new and existing customers.
- Develop strong customer relationships in order to generate high volume of prospective clients.
- Manage customer calls and appointments effectively for new opportunities.

Apr 2014 - May 2015

### Sales executive

Top up Mineral water, Peshawar, Pakistan

- Identifies business opportunities by identifying prospects and evaluating their position in the industry.
- Researching and analyzing sales options.
- Sells products by establishing contact developing relationships with prospects; recommending solutions

Mar 2013 - Feb 2014

### Manager

Pak packages, Peshawar, Pakistan

- Organize, control and monitor the flow of printed materials.
- Check schedules, confirm product specifications, and arrange adjustments.
- Oversee the work of staff in the department.
- Monitor the quality of the product.
- Ensure deadlines are met. Posting journal entries

Jul 2012 - Dec 2012

- Updating financial statements. Preparing monthly financial reports.

### **customer services representative**

Ufone Franchise, Hangu, Pakistan

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.

Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution

## Education

2015

### **Preston University**

Masters in Business Administration

Business Education

2012

### **CECOS University of Information Technology and Emerging Sciences**

Bachelors in Business Administration

Business Education

2007

### **Qurtaba University of Science and Information Technology**

Intermediate/A-Level

Computer Science

2005

### **Hira Public School**

Matriculation/O-Level

General Science

## Projects

### **Project Assistant at Human resource support program In Hangu**

- TO supervise the data collection team by overseeing and updating fieldwork progress reviews as well as reviewing data quality on a daily basis.
- TO develop a mission plan for the data collection team in consultation with field team leaders field supervisors and any other internal and external stakeholders.
- TO supervise data collection identifies document and report issues in data collection (including by phone) and troubleshoot in consultation with project management team.
- TO closely follow-up with and monitor field researchers and ensure problems/issues are communicated and solved in a timely manner.
- TO Follow-up closely with field teams on any required resources to enable the smooth collection of data e.g. Authorization letters.
- To identify weaknesses in data quality and integrate lessons learnt in new training materials and approaches.
- TO implement training plans for field staff and coordinate logistical and financial requirements with relevant departments.
- TO Coordinate and follow up with human resources logistics and any budgeting requirements for fieldwork in consultation with the project management team.

## Field Monitor at tamer e khalaq Foundation In orakzai

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Project Manager on project strategies and activities;

## Monitoring officer at innovative development strategies in orakzai.

- Provide adequate and appropriate technical and administrative support to NSER in managing the data sharing portal.
- Devise mechanism and implementation strategy including standard procedures for execution of continuous registry update.
- Exchange of data with development programmers and other stakeholders (subject to reasonable restrictions) to maximize pro-poor targeting and link BISP beneficiaries to a wider range of services provided by public and private entities.
- Ensure compliance with BISP rules and regulations.
- Provide technical assistance to internal and external stakeholders in harmonizing the targeting approaches of the projects/programs within and outside of BISP.
- Ensure efficient coordination and communication with all the wings and units of BISP at the headquarters and provincial, regional and tehsil offices, and development partners including the implementing partners.
- Performed any other duties as assigned by the immediate supervisor.

## Internal Field Monitor at Apex International in orakzai

- 1. Strengthening of routine immunization services and expansion of immunization coverage in the population, including coverage with at least three doses of OPV
- 2. Supplemental immunization with OPV to build and sustain population/herd immunity
- 3. Outbreak response vaccination campaigns
- 4. Surveillance for acute flaccid paralysis (AFP)

---

## Languages

Urdu  
Expert

Pashto  
Expert

English  
Expert