

Ehtesham Khattak son of Alla ud Din (late)

To pursue a challenging career in a dynamic and progressive organization by constant learning and hard work, and to work devotedly in an innovative environment to fulfill the organization and personal goals. I am looking for an opportunity that would help me to build up my Profession growth.

Experience

01/08/2019 –
Till Date

WHO (World Health Organization-PEI-KP)

Team Assistant (Finance)

Duties and Responsibilities

- Support Finance Unit for Scanning / Photocopying / compilation of Cash/Credit vouchers & supporting documents/receipts/invoices against related (PO) Purchase Order
- Visiting bank(s) for delivery of Payment Instructions and collection of banker's cheques
- Maintain and update the Financial Documentations and archiving of all DDM cards
- Support DDM Team in recording of eDDM data for monthly cadres (PTPs,RSPs,TSA etc)
- Support finance unit in compilation of Travel Claims of Medical Officers in the field offices
- Sharing various tracking sheets with Finance Team for information and necessary action.
- To provide administrative support to Finance & DDM Teams

01/01/2016 –
31/08/2018

WHO (World Health Organization-Pakistan)

Permanent Transit Post (Supervisor)

Duties and Responsibilities

- Supervision & Monitoring of Polio Vaccination Teams on transit points in Peshawar
- Refusal Coverage with Mobilization
- Social Awareness of Polio Vaccination
- Data Analysis and Teams Management
- Maintained of Micro Plan, Maps and Teams Check list etc.
- Distribution of Social Materials and Teams Training
- Polio Awareness in Field

Personal Info

📍 Address

Khattak House Phari Pura
Street No 5 Haji Camp
Peshawar, Khyber Pakhtun
khwa - Pakistan

📞 Phone

+92-302-5533192

Marital Status

Single

Nationality

Pakistani

@ E-mail

Ehteshamkhattak123@gmail.com

Skills

Team Player	●●●●●
Communication	●●●●●
Stress Management	●●●●●
Team Management	●●●●●
Team Trainer	●●●●●
Supervisory Skills	●●●●●
Managerial Skill	●●●●●

Academic Qualification

- 01/10/2019 - 11/03/2022 *Master in Pakistan Studies (AIOU)*
- 01/09/2015 – 31/07/2017 *Bachelors in Arts (University of Peshawar)*
- 01/09/2008 – 30/06/2010 *F.A (INTER SCIENCE) BISE Peshawar*
- 01/04/2010 – 31/03/2012 *Matric (BISE Peshawar)*

Technical Education

Diploma of Associate Engineer (Mechanical)
Government College of Technical Peshawar

Professional Qualification

01/08/2018 – 20/07/2019 **DIT (Diploma in Information Technology)**
Government College of Commerce,
Peshawar

Computer Skills

MS Office	● ● ● ● ●
Microsoft Excel	● ● ● ● ●
Microsoft Word	● ● ● ● ●
Microsoft Power Point	● ● ● ● ●
Microsoft Access	● ● ● ● ●
Windows Installation	● ● ● ● ●

References

Will be provided on demand