



## Contact

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DOB May 03, 1985

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### Address

Tehkal Payan Mohalla Charanda Near Darul  
Uloom Rehmania Peshawar

## Skills

- Strong Communication
- Creativity
- Relationship building
- Enthusiasm
- Collaboration
- Understanding Diversity
- Caring and Compassion

## Hobbies

- Reading Books
- Writing
- Playing Games

## Language

English

Urdu

Pushto

# MOHABAT KHAN

A skilled communicator able to maintain cultural sensitivity, establish rapport with members of diverse groups, and promote team cohesiveness. Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity. An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

## Education

<b>B.ED</b>	2013-2014
<b>ALLAMA IQBAL OPEN UNIVERSITY</b> Marks: 581/900 (Grade-B / 65%)	
<b>MSC STATISTICS</b>	2008-2010
<b>UNIVERSITY OF PESHAWAR</b> Marks: 864/1200 (Grade-A / 72%)	
<b>MPA FINANCE IM STUDIES</b>	2006-2008
<b>UNIVERSITY OF PESHAWAR</b> CGPA: 3.1/4.0 (Grade-A / 78 %) Marks:1794/2300(Grade-A /78%)	
<b>BSC COMPUTER SCIENCE</b>	2004-2006
<b>GOVERNMENT COLLEGE PESHAWAR</b> Marks: 402/550 (Grade-A / 73 %)	
<b>FSC INTER (SCIENCE)</b>	2002-2004
<b>GOVERNMENT COLLEGE PESHAWAR</b> Marks: 666/1100 (Grade-B / 60 %)	
<b>SSC</b>	
<b>PAF SHAHEEN CAMP PESHAWAR CANTT</b> 2000-2002 Marks: 523/850 (Grade-B / 61%)	

## Reference

### Muhammad Rafiq

FMS, MDTF World Bank Project, Water Management Deptt.

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### Dr. Muhammad Sajjad

M&E Specialist, ERKP, MDTF World Bank Project

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### Asfandyar Ahmad

Deputy Director Finance, KP-UMA

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# **Experience**

**ADMIN & LOGISTICS OFFICER at PMU-ERKP**

**World Bank, Foreign Assisted MDTF, Project, Industries Department, GoKP**

February 2012  
to June 2022

Grace Period July  
2022 to Dec 2022

## **JOBS DESCRIPTION & RESPONSIBILITY:**

### **ADMINISTRATION**

- Project Coordination with Govt and Private sector officers/officals for Data and reports.
- Being as Focal Person/Coordination Officer to facilitate the KP-BOIT regarding quick finalization of Regulatory Assessment and Mapping of Ease of Doing Business in KP.
- Strong Administrative Skill, Multiple tasks has been done under pressure, strong analytical and communication skill.
- Filing, Drafting, Correspondence, Coordination / closed liaison with –in internally and externally. Assist Management in the Recruitment process and arrange the training/meeting.
- Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings.
- Performs other related administrative duties, as required, e.g., operational travel programmer; payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations, handing Petty Cash.
- Maintaining employee files and the HR filing system.
- Assisting field / Monitoring staff in finalizing their travel arrangement and maintenance of logbooks of vehicle.
- Ensure receipt and tracking of all receiving goods and prepare, processes and follows-up on administrative arrangements and forms related to the official travel of staff and participants being funded by the Centre.
- As per direction of the Management, visited to different district of Khyber Pakhtunkhwa for verification of SME's and prepare monitoring report on the basis of field visit before releasing the payment to the concerned SME's.
- Prepare of SME; s Complaints in Data Base and Correspondence with PU-SMEDA to resolve the issue of SME's on priority basis.
- Maintained and entered all the staff details into ERP system. Maintained proper POL/fuel system of ERKP Project.

### **LOGISTICS**

- Procurement would be carried-out as per World Bank Procurement Guidelines and KPPRA rules.
- Handle logistics and financial matters with the vendors and provide assistance for maintaining logistics planning tasks.
- Maintaining an updated record of project inventory and assets issued to the Industries Department and its allied formations i.e KP-TEVTA, Directorate of Industries, KP-EZDMC, SIDB, Tourism Department, Archology Department GDA, KgDA, etc.
- Managing vehicle servicing activities and records.
- Ensure that all items are properly numbered and tagged. Coordinate and monitor supply chain operations Ensure premises, assets, and communication ways are used effectively Utilize logistics IT to optimize procedures.
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Any additional responsibility assigned by the Project Director.

**JOBS DESCRIPTION & RESPONSIBILITY:**

- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors);
- Handle logistics and financial matters with the vendors.
- Provide assistance for maintaining logistics planning tasks.
- Maintaining contacts and calendars via Outlook;
- Ordering, stocking, and distributing office supplies;
- Planning and scheduling meetings and appointments;
- Organizing and maintaining paper and electronic files;
- Maintaining general office tidiness;
- Attending and assisting with community events;
- Assisting with other special projects related to design and exhibitions;
- Running errands and performing miscellaneous job-related duties as assigned
- Computerization of Agriculture data Collection.
- Preparation of Monthly Statement of Agriculture data.
- Statistical Data Analysis, Correspondence, filing, Monitoring & Evaluation, drafting, account, and quarter review.
- Preparation of annual project sanction.
- Recording the Monitoring report monthly, quarterly, annually, etc.
- Preparation and maintenance of financial records and files.
- Reporting on Daily, monthly, quarterly and annual reports.
- Any other work which assign by Management.

**ADMIN AND PROCUREMENT & FINANCE OFFICER**

January 01, 2009 to

January 31th 2010

**CHANGE THRU EMPOWERMENT STRUGGLE TO EMPOWER PEOPLE****ACCOUNTS/FINANCE/ADMINISTRATION:**

- Prepares vouchers for daily transactions.
- Preparation & Management of Cash Book, Stock, and Pay bill (Payrolls) & expenditure statement.
- Manage billing, receivables, payables, cash receipts, & general ledger functions.
- General ledger entry including accruals and prepayments.
- Responds to inquiries from the Director of Finance.
- Develop and maintain financial record-keeping and reporting systems.
- Computer-based production of trial balance for the purpose of reporting.
- Produce Yearly financial statements including balance sheets, profit/loss statements, and accumulative general ledger using a computer-based accounting system.
- Prepares monthly bank reconciliation.
- Preparation & processing of RFQs and RPF for purchase of Inventory Items /equipment for the office as well as others departments as per PPRA /KPRA rules.
- Procurement the good for the concerned project
- Control the administration issue regarding the project activities.
- Assist management in the Recruitment process and training of staff.
- Maintaining employee files and the HR filing system.
- Assisting program staff in finalizing their travel arrangement and maintenance of logbooks of vehicles.
- Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings.
- Handle logistics and financial matters with the vendors.
- Provide assistance for maintaining logistics planning tasks.
- Ensure that all items are properly numbered and tagged

**PARTICIPATION / WORKSHOP/TRAINING**

- Six months Office Advance Course from Frontier Academy.
- MCSE from SST Institute of IT, University Road Peshawar.
- Statistical Software i.e. SPSS, Minitab, C, C++, SAS, etc.
- MS Office from Government High Secondary School No.1 City Peshawar.
- Two Days Training Work Shop on Web Development for Reconnect Pakistan
- at ERKF World Bank Project (MDTF)