

Ehtesham Khattak

Personal Info

Address

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

Phone

92-302-5533192

Objective

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 fulfil the organization and personal goals. I am looking for an opportunity that would help me to build up my Profession growth

Marital Status

Single

Nationality

Pakistani

E-mail

Ehtesham_khattak@yahoo.com

Skills

Team Player

Communication

Stress Management

Team Management

Team Trainer

Supervisory Skills

Work Experience

Lawari Humanitarian Organization

Operation Assistant

January 2018 - 2019

- Acting as second-in-command to the manager and taking care of all duties in their absence.
- Assisting the Manager with operational issues.
- Scheduling meetings and team building sessions as required.
- Promptly answering the questions of staff and other stakeholders.
- Providing excellent customer service and maintaining relationships with vendors.
- Preparing and filing forms and other documents.
- Assisting with recruitment and onboarding processes.
- Taking inventory and ordering office supplies as needed.
- Updating logs and order forms.
- Analyzing all operations and forwarding suggestions for improvement to the Manager.

Rural Development Organization

Admin Assistant

July 2019 - June 2021

- Handling administrative request and queries from senior managers
- Organizing and scheduling appointments with admin software
- Support in planning the meetings and taking minutes.
- Assists in the preparation of regularly scheduled reports.
- Develop and maintain archiving Office Record
- Order office supplies and research new deals and suppliers
- Submit and reconcile monthly expenditure reports

Qualifications

Matric

BISE Peshawar

Completed 2012

F.A (Inter Science)

BISE Peshawar

Completed 2015

B.A

Bachelors in Arts

University of Peshawar

2018

WHO (Polio Eradication Initiative)

PTP Supervisor

July 2021 - Dec 2021

- Supervision of Teams
- Teams Monitoring
- Social Mobilization
- Refusal Coverage with Mobilization
- Social Awareness
- 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

M.A (Pak Studies)

AIOU Pakistan

Completed 2022

Professional Qualification

Diploma in IT

Government Commerce

College Peshawar

Completed 2019

Software

Ms Office

Ms Word

Ms Power Point

Ms Access

Windows Installation

WHO (WORLD HEALTH ORGANIZATION)

Team Assistant (Finance/Administration) Jan-22 - Till Date

- Support the provincial Finance & DDM Team in recording, compilation and maintain a follow up system for eDDM transactions of monthly cadres.
- Visiting bank(s) for delivery of Payment Instructions and collection of banker's cheques
- Support finance unit for cash and bank reconciliation
- Support administrative support to Finance Team in all in-house and external organized Finance/DDM Trainings
- Support finance unit in compilation of Travel Claims of Medical Officers in the field offices
- Support finance unit for DDM (Direct Disbursement Mechanism) cards management for Front Line Polio Workers in the province and tribal districts of Khyber Pakhtunkhwa

References

Kamran Nadeem

Unit Lead Finance, World Health Organization, Khyber Pakhtunkhwa

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