

ABDUL JABBAR KHAN

An independent and self-motivated graduate of Business Administration with Specialization in Finance. A Compliance Facilitator with 1 years of experience in the field, and have 2+ years experience overall. Skills in Compliance, Monitoring, Microsoft Excel, AML/KYC, Auditing, Data Collection & management, Field Activities and Coordination.

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linkedin.com/in/abdul-jabbar-khan-b97889245 Peshawar, Pakistan

EXPERIENCE

Compliance Facilitator 12/2022 - Present
Benazir Income Support Program (BISP) Peshawar, Pakistan

Responsibilities/Tasks

- Monitored Compliance with safety regulations to enforce the SDGs and SOPs of organization.
- Provide technical support to field activities.
- Monitored the timelines and adequacy of all campaign logistics, and ensured all necessary steps are taken to ensure no stock outs of logistics at the assigned Area/Regions.
- Closely work with BISP Nashnouma Program teams to ensure the maximization of support to beneficiaries

Fixed Assets Audit Trainee 08/2022 - 12/2022
Pakistan Telecommunications Company Limited PTCL Abbottabad, Pakistan

Responsibilities/Tasks

- Conducted physical verification of fixed assets in various client locations, ensuring accuracy and completeness of records
- Collaborated with team members to perform data analysis and identify potential areas of risk or non-compliance
- Participated in meetings with clients to explain audit procedures and findings, and provided recommendations for improvement

Assistant Tunnel Incharge 08/2020 - 10/2020
Progressive Multi Engineers - Fast Lane & Co (JV) Upper Dir, Pakistan

Responsibilities/Tasks

- Assisted in overseeing the tunnel construction project, ensuring compliance with safety regulations and project timelines
- Maintained accurate project documentation, including progress reports and financial records, to track project performance
- Managed daily tasks and responsibilities of tunnel workers, including scheduling and coordinating work activities

EDUCATION

Bachelor of Business Administration (BBA Hons) 09/2018 - 08/2022
Abbottabad University AUST Abbottabad, Pakistan

- Created and presented a business plan to potential investors
- Conducted market research and identified target markets
- Managed a team of employees and oversaw daily operations

GPA | 2.8 / 4.0

Diploma in Information Technology 10/2016 - 2017
Khyber Pakhtunkhwa Trade Testing Board Abbottabad, Pakistan

- Establishing a good working relationship with colleagues & customers
- Providing support, including procedural documentation and reports
- Working continuously on a task until completion



LANGUAGES

English	Advanced	●●●●●
Urdu	Native	●●●●●
Pashto	Native	●●●●●
Panjabi	Proficient	●●●●●
Hindko	Proficient	●●●●●

SKILLS

Well-Organized · Microsoft Excel & Office ·
Communication Skills · Multi-Tasking ·
Compliance & Evaluation Skills ·
Project management · Monitoring Skills ·
Data Collection & Management ·
Field Activities & Coordination ·
Mobilized peoples

CERTIFICATES

English Proficiency Certificate
Abbottabad University AUST

Certificate of Participation
Assets Audit Drive (Training) held at PTCL Academy, Islamabad

Certificate of Participation
A Series of Lectures on Anti Money Laundering and Combating Financial Terrorism, International Trade, Risk Management

FIND ME ONLINE

in LinkedIn
<https://www.linkedin.com/in/abdul-jabbar-khan-b97889245>

Twitter
https://twitter.com/ajabbar_01