

AIR UNIVERSITY

S.No. 009760

Be it known that by virtue of the authority vested in it by law,
and upon the recommendation of the faculty, the Board of Governors has conferred upon

ARIF AHMED KHAN
the degree of

Master of Business Administration

With all rights, privileges and honours.

Awarded at Islamabad, this 22nd day of December, 2014.



Registrar

Vice Chancellor

Serial No. 2012 / 015306

الرقم المسلسل

Registration No. 191-FMS/BBAIT/F06 رقم التسجيل

INTERNATIONAL ISLAMIC UNIVERSITY

Islamabad - Pakistan



الجامعة الإسلامية العالمية

إسلام آباد - باكستان

ARIF AHMED KHAN

تشهد الجامعة أن

SAFDAR KHAN

ابن / بنت

This is to certify that

July 2010

son/daughter of

Bachelor of Business Administration (Hons)

(Information Technology Management)

قد أتم المتطلبات الدراسية للجامعة في الامتحان
المنعقد في يوليو ٢٠١٠ و منح / منحت بناء على ذلك درجة

بكالوريوس (الشرف) في إدارة الأعمال

(إدارة تكنولوجيا المعلومات)

He/She has secured Cumulative Grade Point Average

3.08

if out of 4.0

ونال / ونالت درجة تراكمية قدرها

٣.٠٨

نقطة من ٤ نقاط

We pray Allah to guide him/her to serve Islam and Knowledge.

نسأل الله أن يوفقه / يوفقها لخدمة الإسلام والعلم-



مدير الشؤون الأكاديمية
Director (Academics)

رئيس الجامعة
President

نائب رئيس الجامعة للشؤون الأكاديمية
Vice President (Academics)

Issued in Islamabad on

31 DEC 2013

صدرت في إسلام آباد بتاريخ

KEY SKILLS

- Project Management
- Administration
- High level of planning and communication skills
- Good leadership and management capabilities
- Performance Management
- Strong coordination skills
- Energetic and result-oriented
- Problem solver with a positive attitude
- Budgeting & Cost Reduction
- Dedicated and Hardworking

CAREER HIGHLIGHTS

My professional experience comprises of more than 09 years of diversified national level experiences in private sector projects as Team Leader, Project Officer, Senior Project Officer, Training Officer, District Manager, Field Project Manager, Store In charge, HR and Admin Manager with Medical Transcription Billing Company, CHIP Training & Consulting Pvt Ltd, Professional Employees Pvt Ltd, Stanley Group of Industries in HR Recruiting, Administration, Planning and Management, Monitoring and Evaluation, Staff Management, Capacity Building.

Resourceful Manager with hands-on experience in implementing, managing and optimizing multi-level Project, HR and Administration practices.

Demonstrated leadership and success with specialized knowledge and experience managing the unique challenges and needs associated with organizational structure.

Successful in creating, implementing and refining long-term strategy, focused on hiring, onboarding, performance management, succession planning, and employee relations; implementing advanced strategies to build comprehensive human capital solutions.

Acknowledged for programs and processes developed to improve efficiency, profitability, competitive positioning, and overall HR-related operations across all organizational levels. Adept at coaching, cultivating and collaborating with executive management to translate critical business needs into actionable plans

Proven success in negotiating, win-win compromises, and developing teambuilding programs, writing personnel manuals, corporate policies, and job descriptions.

WORK EXPERIENCE

HR & Admin Manager at Stanley Group of Industries Dec'2021- Till Date.
STANLEY is working on Pharmaceutical and Spices Industry.

RESPONSIBILITIES

Manages the recruiting and orientation, biometric attendance and administering payroll and benefits the management of factory including distribution of drugs and spices, supply control and personnel supervision. Supporting the activities related to Administration.

KEY ACCOMPLISHMENTS:

- Implementation of ERP system for the distribution of products.
- Installation of Biometric machine and liaison with Payroll.
- Maintaining the stock record of the products through proper FIFO and LIFO system.
- To ensure the correctness of dispatches in the quality, quantity, specifications, condition of the materials received from vendors.
- To stock the materials received from Production dept. properly as to ensure easy access identification, verification, handling, maintenance etc.

- To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- To ensure accurate accounting of the materials receiver and issued.
- To ensure a favorable working atmosphere is maintained for the personnel working in the store.
- To ensure proper safety measures are taken for the safety of the store building, materials in the store and the men working in the store.
- To ensure that the store is always maintained up to date in all respects in a presentable condition.

Project Advisor at Professional Employers (Private) Apr'2021-Jun'2021
PEOPLE is providing HR Consultancy Services to UNICEF on "Polio Eradication Initiative"

RESPONSIBILITIES

Develops the Project Plan with the team and manages the team's performance of project tasks. Secures acceptance and approval of deliverables from the Project Stakeholders.

KEY ACCOMPLISHMENTS:

- Managing 7000+ staff in different districts of KP, Punjab and NMDs.

Field Project Manager at CHIP Training & Consulting Pvt Ltd. CTC Jan'2021-Mar'2021
CTC is providing HR Consultancy Services to UNICEF on "Polio Eradication Initiative"

RESPONSIBILITIES

Act as a focal point in regional office handling eighteen (18) districts to ensure performance: review annual work plans, narrative reports, and documents; develop/monitor budgeting; provide guidance in day to day activities; prepare analyses and documentation required to obligate funds, and initiate and make any necessary amendments required for activities implementation.

Keep supervisor and other staff appraised of progress and issues; make recommendations to solve problems, and take the lead in implementing agreed-upon actions.

Measure project performance using appropriate systems, tools, and techniques. Perform risk management to minimize project risks. Develop and implement HR strategies and initiatives aligned with the overall business strategy. Resolves/ addresses employees' requests and grievances in minimum possible time.

Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors. Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.

KEY ACCOMPLISHMENTS:

- Managing 2000+ staff in different districts of KP and NMDs.
- Conducting of activities during ongoing COVID-19
- Completed the Training of Prevention of Sexual Exploitation and Abuse (PSEA)

Acknowledged by the Management as **Best Team Player-2021**.

- Ensured strict compliance of HR operations with legal standards by designing employees' compensation and benefits.

- Defined onboarding procedures in alignment with company culture; determined training plans per employee and department also monitored overall HR strategies, systems, tactics and procedures across the organization.

- Formulated and controlled division's budget, initiated a continuous improvement-focused culture of HR processes; also oversaw and managed a performance appraisal system to ensure optimum performance.

District Manager (Khyber) No v 2 0 1 8 - Dec-2020

Established a recruiting, testing, and interviewing program; advised managers on candidate selection; conducted and analyzed exit interviews and recommended changes and contributed positively to team effort by accomplishing related results as required.

Revamped the work structure by updating job requirements and job descriptions for all positions; developed staff for assignments by establishing and conducting orientation and training programs. Planned, monitored, and appraisal of employee work results by training managers to coach and discipline employees; scheduled management conferences with employees; evaluated and resolved employee grievances; counseling employees and supervisors. Created employee benefits programs and updated them with benefits by studying and assessing benefit needs and trends; recommended benefit programs to management; directed the processing of benefit claims; assessed benefit contract bids; awarded benefit contracts; designed and conducted educational programs on benefit programs. Provide coaching to subproject managers. Communicate to all project stakeholders as planned and manage project risks. Create and maintain comprehensive project documentation. Develop comprehensive project plans to be shared with clients as well as other staff members. Meet budgetary objectives and make adjustments to project constraints based on financial analysis.

KEY ACCOMPLISHMENTS:

- Managing 1500+ staff of District Khyber.
- Conducting of activities during ongoing COVID-19 crisis by adopting the protocols of COVID-19
- Being on an international tour to Thailand, Dubai (Performance Recognition Award-2019-2020)
- Conducted periodic pay surveys to maintain a pay plan, prepared pay budgets as well as implemented pay structure revisions; performed job evaluations as well as monitored and scheduled individual pay actions.
- Ensured legal compliance by monitoring and implementing applicable HR federal and state requirements; conducted investigations; maintained and updated all records and represented the organization at hearings.
- Updated management guidelines by preparing and recommending HR policies and procedures; also maintained historical HR records by designing a filing and retrieval system; keeping past and current records.
- Competed with HR operational challenges; delegated work responsibilities to appropriate staff and follow up on work results, also maintained human resource staff by recruiting, selecting, orienting, and training employees.
- Rendered expert services and contributed positively to the team efforts, also maintained HR staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.

Training Officer • Jan 2018 – Oct 2018

Delivered complete support to the Provincial Training Coordinators to roll out the training plan and their execution in KP and Tribal areas.

KEY ACCOMPLISHMENTS:

- Suggested and developed the database of training in online system with collaboration of Developer Team
- Prepared the monthly and yearly training plans
- Being on an international tour to Malaysia (Performance Recognition Award-2018)

Senior Project Officer • Jan 2016 – Dec 2017

Delivered complete analytical support to the management of disciplinary and grievance issues also prepared and shared HR reports for providing an increase in decision-making alternatives for the executive team.

Contributed to the success of strategic initiatives, developed and implemented HR Systems also involved in recruitment by preparing job descriptions, conducting tests and interviews and preparing recruitment updates.

KEY ACCOMPLISHMENTS:

- Directed HR staff, delegated work responsibilities while ensuring compliance with all pertinent labor laws.
- Coordinated all work activities for managers and staff also drew up plans for future personnel hiring procedures.

Project Officer • July 2015- Dec 2015

- Devised HR initiatives and systems also involved in recruitment by preparing and managing the hiring process.
- Devised onboarding plans and facilitated managers in performance management processes and in other HR tasks.
- KEY ACCOMPLISHMENTS:**
- Managed disciplinary and grievance issues and retained staff records as per the policy and legal requirements.
 - Generated weekly turnover and deployment reports also coordinated with staff regarding HR-related matters.

Team Leader at MTBC- MEDICAL TRANSCRIPTION BILLING COMPANY

May 2014-June-2015

MTBC, Medical Transcription Billing, Corp., is a publicly traded healthcare IT company that provides electronic health record software and technology-based medical billing, transcription and practice management services to healthcare providers in the United States.

RESPONSIBILITIES:

- Assist Manager Operations in all Billing Activities
- Manage complete revenue cycle of assigned practices
- Ensure quality, timeliness & accuracy in the entire billing process
- Resolve medical claims-related issues of complex nature
- Communication with clients and insurance companies
- Communication with head office regarding practice issues
- Develop & retain the billing expertise in team members by providing them day-to-day updates of billing techniques
- Highlight and suggest actions to improve the billing process
- Work on the dashboard and resolve these issues proactively

KEY ACCOMPLISHMENTS:

- Managed the new acquisition and worked as focal person to settle the issues
- More than twelve hours (12) duty conducted for three months

CERTIFICATIONS AND PRIOR EXPERIENCE:

Certificate of English Language- SPFLT|AUG-2015

PhD Internship in PHD Scholarship Program| Apr 2011 – Dec 2011

Partnership in MEMRB- Research Co| Sep 2010-Mar 2011

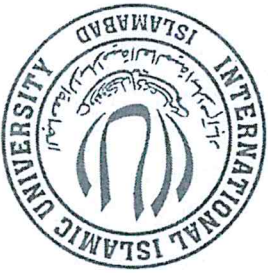
EDUCATION:

MASTER IN BUSINESS ADMINISTRATION (MBA)

- Air University 2012-2013
- Thesis: "Role of Customer Trust on Online Banking Services"

BACHELORS IN BUSINESS ADMINISTRATION (BBA-ITM (HONS)

- Int. Islamic University 2006-2010
- Project: "Campus Management System –Transport & Hostel Information System"



PROFESSIONAL TRAININGS:

Many seminars and workshops on different topics (Communication, Social Development, Organized Events)

REFERENCES:

Dr. Muhammad Joahar Khan- Health Specialist- UNICEF
mjkh@unicef.org
0345-9301345

Naila Nizam - Director HR & Operations-CTC
naila@ctc.org.pk
0345-5009152

KhuramSaeed Khan –Regional Sales Head-PEOPLE
khuram.saeed@people.com.pk
0323-5566852

Riaz Khan –Director Operations-Stanley Pharmaceutical Ltd
riaz@stanleypharma.com
03008581016

HR Department
CHIP Training & Consulting

Please contact undersigned for any further clarification/ information in this regard.

This is to certify that Mr. Arif Ahmad Khan bearing CNIC #6110184960073 was employed with CHIP Training and Consulting (Pvt.) Ltd as for the period of July 22nd, 2015 to March 31st, 2021 on full time basis. At the time of leaving he was designated as Field Project Manager - KPK. He is hereby released from the services of the company with effective from March 31st, 2021.

TO WHOM IT MAY CONCERN

July 2nd, 2021



refar
(ITALY)

STANLEY PHARMACEUTICALS (PVT) LTD.



B4-B Industrial Estate, Hayatabad Peshawar Pakistan
Tel: 002-91-5817400 - 5817400-5810964 Fax: 091-5818963
Website: www.stanleypharma.com

Date: 17-07-2023

TO WHOM IT MAY CONCERN

It is certified that Mr. Arif Ahmad Khan s/o Saifdar Khan having CNIC No. 61101-
s496007-3 has worked in this organization as Asstt. HR & Admin Manager from 1st
December, 2022 till 17th July, 2023.

During his stay with us we found Mr. Arif Ahmad Khan an intelligent and responsible
person.

He took keen interest in job assigned to him.

Tariq Aziz
(HR Manager)
STANLEY PHARMACEUTICALS (PVT) LTD. PESHAWAR