



ARSLAN KHAN

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 F.R,Bannu

Professional Employment Objectives

I am looking forward to joining a reputable organization in a challenging and competitive environment to strive for career progression and use my skills and experience for the organization's best interest.

PROFESSIONAL EEXPERIENCE

Position: Divisional Coordinator
Employer: Trust for Vaccines and immunization(TVI)
Duration: Dec 2021 –Jan 2023

- Organized a total of 650 Free Medical Camps in Bannu, North Waziristan, and Lakki Marwat.
- Hiring Supervisors,Doctors,LHVs,Vaccinators and Volunteers.
- Supervised a total of 23 teams, each consisting of 8 members, as part of the monitoring process.
- Vaccinated a total of 2800 children's at Bannu,Lakki Marwat and North Waziristan.
- Conducted training sessions for 23 teams on Polio Vaccination and Camp Setup.
- Held weekly meetings with the N-stop Officer to coordinate security arrangements for health camps.
- Collaborated with DEOCs to develop plans for Polio HRUCs and SHRUCs at the district level
- Allocation of 43 Medicine items to each Camp.
- Using of NEOC Application to submit vaccination data from each UC to the National Emergency Operations Center.
- Developed specific plans for each supervisor to facilitate the execution of health camps in their respective Ucs.
- Arrangements of Logistic services, Banners and Tents in each UC.
- Conducted monthly meetings with DEOC and local administration regarding Polio Vaccinations.
- Completed a Disease Surveillance survey encompassing 7 districts of KPK and submitted the findings to NEOC.

Position: Operation Officer
Employer: Complex Emergencies Wing (PDMA),KPK
Duration: Jan 2019 –Aug 2021

- Identified key areas for extending additional assistance to the (IDPs) of North Waziristan.
- Established Bakakhel Camp Management support Unit to cater for the needs of IDPs.
- Monitored Food , water and shelter of Bakakhel Camps.
- Mapped disaster camp site for further allocations of IDPS.
- Establishment of Volunteer Task Force as early responders to Disasters and Military operations.
- Management & Coordination, Disaster Preparedness, Age and Disability Inclusion in Humanitarian Response.
- Formulation of data collection tools and reporting formats for collection of data from the camps in case of disasters.

Position: Unit Head
Employer: Pak Qatar Takaful
Duration: Feb 2017-Dec 2018

- Introduced company's services to new prospects and find new markets to achieve the business targets.
- Full Focus on sales team recruitment.
- Sold Takaful, Investment and saving plans according to the need of the customers.
- Created and implementing strategic sales actions to ensure that the targets are fully met by the team and individually.
- Provided best services to existing clients.
- Conducted daily, weekly and monthly meetings with sales force to review their performance.
- Monthly clients data reported to the Line Managers timely.
- Provided information to customer about the product or company and make strong relationships with the existing customer.

● **Position:** Field Coordinator
Employer: Lawari Humanitarian Organization
Duration: Feb 2015 -Dec 2016

- Ensured the implementation of the livelihoods component of the programme against annual work-plan, targets, time-plans and result indicators.
- Developed internal monitoring and operational plans that help programme implementation.
- Monitored field-based implementation of programme activities
- Provided inputs and feedback to reporting.
- Collection of information and analyze information on context for livelihoods
- Lead programme formulation mission(providing Food and Shelter to Flood Effected people of Chitral and Upper Dir).
- Formulated case-studies and communication materials.

● **Position:** Accountant
Employer: Shaheen Airline Agency
Duration: Jan 2014 -Dec 2015

- Entry of ticket bookings of all companies into ERP system.
- Liasoned with customers and staff for their queries.
- Submitted Invoices/bills and relevant documents thru email and hard format periodically.
- Ensured all clients remain informed of their outstanding debts and deadlines.
- Tracked status of accounts, credit limits, balances, identify inconsistencies activity.

EDUCATION

Master Degree English University of Peshawar 2012-2013 2 nd Division	Bachelor Degree Political Science,English UST,Bannu 2009-2010 1 st Division	Fsc Pre-Engg Physics,Maths,Chemistry BISE,Bannu 2007-2008 1 st Division	Matric Physics,Maths,Chemistry,Biology BISE,Bannu 2005-2006 1 st Division
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Trainings and Achievements

- Polio Vaccines and Immunization by Aga Khan University-TVI-Epi-WHO.
- Voluntary support Tameer-e-Khalaq Foundation at providing Flood Emergency support in District Dikhan.
- Nutrition kits distribution at District Bannu and NMDs by UNICEF.
- Training on Disaster Management, Rehabilitation for TDP of NMDs at Bannuby PDMA kpk.
- Training on Team Management and communication by Qatar Charity UAE.
- Date Entry of 120 Diseases of 400 Flood Relief Camps for Disease Surveillance Survey by Aga Khan University.
- Voluntary support khwendo kor organization as Finance officer arranging 1700 clients loan data in MS-Excel and MIS software at District Bannu.

PROFESSIONAL SKILLS

Active Listening
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Project management
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Team Work
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Complex problem solver
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Team Leading
●●●●●●●●●●

Leadership
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Task oriented
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Communication
●●●●●●●●●●

Refernces

References will be provided if required.

