ASIF KHAN,
House No # 2493 Laghari Mohallah
Dera Ismail Khan +92-336-7746227
Email- asifkhanaiou@gmail.com

Dear Sir/Madam,

I came to learned about the position from Newspaper Advertisement and found it matching with my profile. I have extensive experience working with divertive National Firms. And I consider my profile to be an ideal match for the position.

I possess My Master Degree in **Sociology** From a well reputed Government Sector Institution AIOU Islamabad. Also have Degree in Management Master in **Accounting and Finance** from Gomal University Dera ismail Khan. Having **Associate degree of commerce** (**Gold Medalist**) Gomal University D.I.Khan with distinguished CGPA of 3.86/4.0.

My Five years of experience in different organization. Currently working as Community Mobilizer/Field Facilitator in **Tameer e Khalaq Foundation (TKF)** in Disaster Risk Reduction (DRR) project in Dera Ismail khan, My Previous working experience as Social organizer at **Shadab Welfare Organization** Dera Ismail Khan. beside that **M/S ESS-I-AAR Consultants** as Social Expert, **United Consulting Services** as Social Mobilizer & Management Works, and **Imtiaz Super store (warehouse) Lahore** as a Data entry officer. I am sharing knowledge combined with its practical aspects to interested recipients has always been my passion accompanied by my qualifications and practical experiences.

I am very confident that my experience and skills will make me one of the valuable members of your organization and your working team. May I invite you to go through my resume enclosed for your reference and I thank you for considering my application.

Yours Sincerely,
ASIF KHAN

# C:\Users\Hp\Desktop\Asif Khan Documents\Pasport size photo\pasport size photo.jpgPERSONAL INFORMATION:

Name: **ASIF KHAN**

Father’s Name: Shaukat Ullah
Marital Status: Single
Nationality: Pakistani
Date of Birth: April 01, 1995

Domicile: Dera Ismail Khan
CNIC: 12101-7407008-3
Postal Address: House no 2493 Mohallah Laghari Dera Ismail Khan (KPK)
Contact: +92-336-7746227
E-mail: asifkhanaiou@gmail.com

# Objective:

Close coordination with District Administration, Client Department, Local Govt officials and Specially Community members. Supervise the Community Mobilization sessions. Capacity building of SSD staff, community, WASH committees and WASH club members. To check & verify the community information and necessary DATA. Visit on site various activities & training events at the community level. Develop linkages between the community & relevant line departments & stakeholders. Organizing workshops, seminars, and Radio sessions conducting and weekly/Monthly/Quarterly progress review meetings.

# Academic Background:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **University/Board** | **Session** | **Grade** |
| MSC Sociology | Allama Iqbal Open University Islamabad | 2021 | Ist |
| MA Accounting & Finance | Gomal University Dera Ismail Khan | 2022 | Ist |
| Associate Degree in Commerce (**Gold Medalist**)  | Gomal University Dera Ismail Khan | 2018 | A+ |
| FSC Pre Engineering | BISE Dera Ismail Khan | 2012 | Ist |

**Employment Record:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position** | **From (MM/YYY)** | **To (MM/YYY)** |
| Tameer E Khalaq (TKF) Foundation  | Field Facilitator / Community Mobilizer | April 2023 | June 2023 |
| SHADAB Welfare Organization | Social Mobilizer | Oct 2021 | Oct 2022 |
| M/S ESS-I-AAR Consultant  | Social Expert | Nov 2020 | Sep 2021 |
| M/S United Consulting Services | Social Mobilizer | Oct 2019 | Sep 2020 |
| IMTIAZ SUPER STORE (WAREHOUSE) LAHORE | Data Entry officer | Nov 2018 | Sep 2019 |

**Work Undertaken that Best Illustrates Capability to Handle the Tasks:**

1. **Name of Project & Location:**

**DISASTER RISK REDUCTION (DRR) PROJECT DERA ISMAIL KHAN**

**Date of Start:** April 2023 **Date of Completion:** Till date

**Employer:** TAMEER E KHALAQ (TKF) FOUNDTION DERA ISMAIL KHAN

**Main Project Features:** Disaster Risk Reduction (DRR)Community Mobilization, Training, Education & Flood Relief.

**Position Held:** Field Facilitator/Community Mobilizer

**Area of Working:** Distt Dera ismail khan**,** Tehsil Draban.

**Responsibilities:**

* Community Mobilization
* Community Training
* Formation of Community Committee
* Broad Based Community Mobilization(BBCM)
* Formation of Village Development Planning(VDP)
* DRR Training in Schools
* Wash Related Works
* Distribution of First Aid Kits
* Distribution of Meal in Community
1. **Name of Project & Location:**

**SHADAB WELFARE ORGANISATION DERA ISMAIL KHAN**

**Date of Start:** Oct 2021 **Date of Completion:** Oct 2022

**Employer:** SHADAB WELFARE ORGANISATION DERA ISMAIL KHAN

**Main Project Features:** Community Mobilization, Training, Education & Flood Relief

**Position Held:** Social Mobilizer

**Area of Working:** Distt Dera ismail khan**,** Tehsil Parova

**Responsibilities:**

* Community Mobilizer
* Community Training
* Formation of Community organization
* Record Keeping
* Formation of Village Development Planning(VDP)
1. **Name of assignment or Project & Location:**

**FEASIBILITY STUDY, EIA REPORT, SOCIAL MOBILIZATION & SAFETY HAZARD OF BANNU ECONOMIC ZONE**

**Date of Start:** Nov 2020 **Date of Completion:** Sep 2021

**Client:** Khyber Pakhtunkhwa Development & Management Company (KPEZDMC)

**Main Project Features:** Feasibility Study, EIA, Planning & Designing

**Position Held:** Social Expert

**Responsibilities:**

Demonstrated experience in preparation and implementation of Resettlement Action Plans (RAP) Resettlement Policy Frameworks (RPF), and Livelihood Restoration Plans as well as demonstrated. Management of stakeholder engagement, resettlement and livelihood restoration activities at all stages of a project cycle – from conceptual stage to construction and closeout.

1. **Name of assignment or Project & Location:**

**FEASIBILITY STUDY, EIA REPORT, DESIGN & SAFETY HAZARD OF GOMAL MEDICAL COLLEGE DERA ISMAIL KHAN**

**Date of Start:** Oct 2019 **Date of Completion:** Sep 2020

**Client:** Gomal Medical College (MTI) Dera Ismail Khan

**Main Project Features:** Feasibility Study, EIA, Planning, Designing & Supervision

**Position Held:** Social Mobilizer

**Responsibilities:**

Demonstrated experience in preparation and implementation of Resettlement Action Plans (RAP) Resettlement Policy Frameworks (RPF), and Livelihood Restoration Plans as well as demonstrated. Management of stakeholder engagement, resettlement and livelihood restoration activities at all stages of a project cycle – from conceptual stage to construction and closeout.

**AWARDS:**

1. **Associate Degree in Commerce (Gold Medalist)** Session (2016-2018)

**department of commerce** **gomal university, d. i. khan, kpk, pakistan**

**FINAL YEAR PROJECT:**

* Small and Large Scale of Industrial Development in KPK (Research Report)
* Chashma Sugar Mill Dera Ismail Khan (Internship)
* Beside my course work, at the department of commerce Gomal University, I have worked on a research case project on growth of Small medium business enterprise (SME) in Pakistan”

**UNDERGRADUATE PROJECTS:**

The following projects have been successfully completed by me.

**Undergraduate Project (2016-2018)**

|  |  |
| --- | --- |
| 1 | Case Study on Quality & Leadership Management |
| 2 | Case Study on Development & Growth of Islamic Banking in Pakistan |
| 3 | Case Study on Activities & Promotion of Blood Donation Society in Pakistan |
| 4 | Case study on Growth of (Small medium business enterprise) SME in Pakistan |

# TOOLS:

* Proficient in using MS Office and good in documentation.
* User of Modern Computer Operating System.
* Can easily work with groups as well as individually and quickly adapt to changing environment.
* Problem Solving Skills.
* Interpersonal & Networking Skills.

**REFERENCES**

Muhammad Naeem Khan Muhammad Tayyab

Project Manager DRR Head of Shadab Welfare Organization

Tameer E Khalaq Foundation Dera ismail Khan

0333-9971382 0346-7861525

naeemrd@yahoo.com

Engr Shahid Khan

General Manager

ESS-I-AAR Consultant (KPK/Ex Fata) +92-336-0109883