**CURRICULUM VITAE**

**HAKIM ULLAH KHAN**

### Contact No :- 0333-9452360

**Address:** House # 1024, Street 29, Sector E5 , Phase 7 Hayatabad Peshawar.

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**CAREER OBJECTIVE**

Seeking a challenging position in any dynamic organization to get more exposure and growth opportunities to enhance skills and knowledge. To explore and exploit my abilities in a fast growing organization, Prove my strength and to learn from my seniors.

**Personal Profile:**

Father Name : Bakhtawar Khan

Date of birth : 9th May, 1992

Domicile : FATA (North Waziristan Agency)

CNIC No : 12101-5341977-5

Gender : Male

Nationality : Pakistani

Marital Status : Single

Religion : Islam

**Educational Qualifications Year**

|  |  |
| --- | --- |
| **MS (Power and Control)**  Cecos University Peshawar, Pakistan | **2020** |
| **B.Sc (Electrical Engineering)**  U.E.T Peshawar , Khyber Pakhtunkhwa, Pakistan. | **2016** |
| **F.Sc (Pre-Engineering)**  Qurtuba College D.I.Khan KPK, Pakistan**.** | **2012** |
| **Matriculation (Science)**  Qurtuba School D.I.Khan KPK, Pakistan. | **2009** |

**Computer Skills**

* Microsoft Office (Word , Excel and Power-Point).
* AutoCAD

**Languages Known**

* English (Fluent)
* Urdu (Fluent)
* Pashto (Fluent)

**EXPERIENCE**

* **APEX CONSULTING Working for being of individual and Communities**

3 years, 8 Months (1 Jan, 2017 to 30 Aug, 2020)

**Responsibilities as a (Monitoring Officer)**

1. Develop / update monitoring tools as per programme requirements in close collaboration with UNICEF and to share with head office for review, record and final approval;

2. Effectively attend all provincial and district level meetings i.e. monthly, quarterly and daily coordination meetings and accurately communicate relevant monitoring information/ findings to client and project team;

3. Arrange periodic refresher training on monitoring tools / checklists for field monitors and engineers in close collaboration with UNICEF and APEX HO;

4. Provide feedback at UNICEF provincial office for improving the sectorial monitoring checklists, structured formats for monitoring and reporting based on learning from field;

5. Undertake surprise and pre-informed visits in programme areas to supervise the field teams in the monitoring process and to ensure high quality and reliable information;

6. Ensure effective and in time use of all technological solutions, ODK at field level;

7. Maintain record of all project documents (in hard and soft) in readable and easy to retrieve format;

8. Daily follow up with field teams on field progress, situation overview, lessons learnt and field issues and update the status in chronological report;

9. Participate in weekly, monthly internal meeting;

10. Ensure to provide feedback to field teams to enhance their capacity on routine basis as and when required;

**REFERENCES**

Reference will be furnished on demand.