

JANAN

Father Name: Zahir Shah
Postal Address: Walibagh P/O Muhammad Nari
Tehsil & District Charsadda **CNIC:** 17101-2034673-5



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Date of Birth: 13/06/1989
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Objective

To join an organization where I can apply my professional skills with a learning perspective and to become part of a highly skilled professional of that organization where my educational qualification, skills and experience can be utilized.

Skills Adopted

Communication Skills, Ability to operate as an effective team member, Ability to work under tight deadlines, Hard Worker, Dedication to work, Harmony and energy, Friendly and Cooperative.

Work Experience

Field Monitor for Polio Eradication Initiative

Worked from April 2021 to June 2023 as Tehsil/Uc Supervisor on Government Level (Supported by WHO)

- Tehsil & UC level supervision for Polio Campaign pre-during and post-campaign phase
- Pre campaign Micro-planning, and social mobilization activities in HR areas and high-priority populated areas.
- Conducting the UPEC at the UC level with the designated members
- Pre campaign Community engagement activities on the basis of the last round result
- Refusal conversion and further follow-up before the start of the next campaign
- Supportive supervision during the polio campaign
- Data analysis and evaluation in the post-campaign phase and planning for further

Field Auditor/PESCO Consultant Charsadda, Peshawar USAID Power Distribution Project (IRG)

Nov 2014 - July 2015

Responsibilities:

- Carry-out day to day meter reading task using Handheld Unit, Capture snaps and identify discrepancies;
- To conduct field inspections on theft cases, collect evidence and complete documentation;
- To conduct recovery on running and disconnected defaulters as per assigned schedule, update recovery charts and complete documentation;
- To provide On-job training to the DISCO staff about use of HHU for meter reading, theft control, evidence collection and recovery process;
- To Conduct Pre and post surveys;
- To assist field supervisors in surveillance planning;
- To attend morning and evening meetings and participate in lesson learnt sessions;
- Daily report on expenses incurred in the field as per given instructions;
- Daily report on progress against assigned targets;
- And other tasks as assigned by the Field Supervisor and Manager;

Accountant
M&N Enterprises Peshawar
2014

Peshawar
Apr 2012- Oct

Responsibilities:

- Provided services as Accountant with M&N Enterprises Peshawar

Education

MS/Phil (HR)

Major:

in progress

Bacha Khan University Charsadda

BBA (Hons.) (HR)

Major: **Spring 2009–Sum 2013**

IQRQ University Karachi, Peshawar Campus

Intermediate (F.Sc.)

HIMS Degree College Peshawar

May 2006 – May 2008

Matriculation

Science

Mar 2004 – Mar 2006

Islamia Children Academy

Key Competence

- Ability to prioritize tasks and maintain good record of reporting on time.
- Effective personal organizational management and conflict resolution skills.
- Effective planning, teamwork, Problem solving and Leadership Skills.
- Good liaison among team members.
- Maintain professional and interpersonal relationships.
- Judgment
- Professionalism
- Risk Management

Computer and other skills

- Fluent in English, Urdu, and Pashto languages
- Proficient in MS Office (word, Excel, PowerPoint, Access).
- Excellent command over Software, Hardware and Installation.
- Internet Surfing (WEB, Email).
- Excellent presentation skills (Multimedia PowerPoint and Projector).

Participation in Workshops/seminars

- Participated one day seminar conducted by Skills development council Peshawar and collaboration with IQRA University Peshawar on Time and Self Management.
- Participated one day seminar conducted in Green Shelton Hotel on The Art Of Public speaking • Participated one day seminar conducted by youth in Role of Youth in Societal Development
- Participated one day seminar conducted by Iqra University Peshawar on Leadership.
- Participated one day seminar conducted by Iqra University Peshawar on Motivation.
- Participated in 15 days training on Active Citizen Program organized by SRSP, supported by British Council

Interests & Hobbies

- Sports (Cricket, Swimming, Hiking and Adventurism)
- Social Activities
- Management Activities
- Issue Based Discussion and informal learning
- Using of Social Media
- Travelling
- Swimming
- Web Surfing
- Plantation

Specialty

Marketing

References

References will be furnished upon request.