

JUNAID AHMED KHAN

Add: House# 253, Sector E-3, Street# 10, Phase 1 Hayatabad Peshawar Pakistan

03005998685

Phone: 091-5811711

OBJECTIVE

I seeking challenging opportunities where i can fully use my skills for the success of the organization.

EDUCATION

BCS Hons	2012
HSC	2004
SSC	2006

PROFESSIONAL INFORMATION

Name: Junaid Ahmed Khan
Fathers Name: Imtiaz Ahmed Khan
Date of Birth: 1987-12-26
CNIC: 17301-3765232-9
Religion: Islam
Marital Status: Married
Gender: Male
Nationality: Pakistani
Height: 5'9
Blood Group: A+
Colour of Eyes: Black
Email: junaidahmed400@hotmail.com

OTHER INFORMATION

- | | | |
|------------------|---------------------|----------------|
| • MS Office | C++ | C Programming |
| • Acrobat XI Pro | Photoshop Lightroom | Premier Pro CC |
| • Sony Vegas Pro | Excel | PowerPoint |

EXPERIENCE

- PTPs Supervisor / Area Incharge at high-risk mobile population world health organization. May 201- Dec-2019

RESPONSIBILITIES AND ACHIEVEMENT

- Responsible for the permanent transit points (Ptps) teams for the polio eradication programme also tried to tell the people about hazards of polio for the coming generation.
- Brief in various sessions of training to the newly elected staff.
- Implemented daily data tally sheets.
- Implemented file format.
- To supervise polio teams on daily basis that everything is properly issued to the teams by the DPCR (District Polio Control Room) Office.

PROJECTS

- Logistic Assistant (Sehat Ka Itihad Program) UNICEF April 2015.
- Check the medicine on daily basis throughout the whole campaign.
- Leded the teams daily to provide free medicine to the different villages given by the UNICEF.
- Admin Assistant All Pakistan women association (APWA) July 2015- Dec 2015.
- Provided daily data to the administration manager.
- Skilled in administrative works and office management.

AWARD

- Awarded by Pakistan Sport Board PSB for the best player 2005.

LANGUAGE SKILL

- Fluent in English, Urdu, and Pashto

STRENGTH AND HOBBIES

- Hard and smart working
- Honest and punctual
- Good communication skills
- Sports, cricket, Running, Jogging
- Love to listening Music,

REFERENCE

Reference will be provided on demand.