



KALIM ULLAH KHAN

ABOUT ME

I'm a seasoned professional experienced in project management, office administration, logistics, procurement, and finance management. With a strong track record of optimizing operations and resources,



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Bannu, Khyber Pakhtunkhwa

EXPERTISE

- Communication & Presentation Skills
- Project Management
- Financial Management
- Logistics & Procurement
- Office Administration
- Documentation
- Team Management
- Auditing
- Monitoring & Evaluation
- Conflict Management
- Risk Management

EXPERIENCE

Area Level Social Mobilizer Extended Program on Immunization/ Polio Eradication Initiatives - Bannu, KP Project of UNICEF, Pakistan July 2021 - Present

- Coordination
- Collaboration with Polio teams
- IPC Skills Support
- Engagement with local influencers
- Awareness Campaigns
- Community Engagements
- Field Data Analysis
- Reporting of issues and hard refusals
- Identification of high-risk groups in the assigned area
- Updating the social profile of the area
- Assistance in preparing and updating the micro plan and social map
- Identification and categorization of refusal households
- Documentations

District Coordinator Jawam Markaz Bannu, KP Revamping Jawan Marakiz UNDP Project July 2020 - June 2021

- Capacity Building
- Training Sessions
- Youth Networking
- Engagement of Youth
- Field Visits
- Reporting
- Regular Meetings with local administration
- Team Building
- Leadership Skills
- IT Skills
- Clean & Green Component

SOFTWARE PROFICIENCY

- QuickBook
- MS Word,
- MS Access,
- MS Excel,
- MS PowerPoint,
- MS Outlook
- Canva

TRAININGS

- Report Writing
- Online Quick Book
- Branchless Banking
- Protection of gender-based Violence
Child Protection
- Logistic and Warehouse
Management
- Gender Mainstreaming and Case
Management
- Training of District Coordinators for
Pre-Election Medium Term
Observation Activities Essentials
- Essentials of Gender, Women rights,
SRHR, and Advocacy &
Communication & Role of Khyber
Pakhtunkhwa Commission on Status
of Women.

LANGUAGES

- English
- Urdu
- Pashto
- Punjabi (Basic)

Regional Finance & Admin Officer Khwendo Kor (Head Office)- Peshawar, KP April 2019 to Sep 2019

- Finance and Accounting Management
- Administration and Logistics
- Security Management
- Operations and Procurement
- Prevention of Waste, Fraud, and Mismanagement
- Facilitation and Coordination
- Reporting
- Documentation
- Support to Program Team
- Support to Audit Team
- Support to Field Staff

District Coordinator Free & Fair Election Network FAFEEN - DI Khan, KP Jan 2018 - Aug 2018

- Provide training, support, and guidance to Constituency
Coordinators.
- Oversee project monitoring during pre-election,
election-day, and post-election phases.
- Monitor Election Act 2017 implementation.
- Interview candidates from different political parties.
- Observe election campaign activities.
- Deploy staff and monitoring aids on election day.
- Monitor stakeholders' observations and complaints.
- Identify deficiencies and propose corrective actions for
election process reforms.

Regional Focal Person Khwendo Kor (Sisters Home) - Bannu, KP Jan 2017 - Dec 2017

- Oversight of Regional Office Bannu operations.
- Formulated and developed policies, SOPs, guidelines,
and programs.
- Executed and monitored social and development
programs.
- Evaluated and assessed program effectiveness.
- Documented, analyzed, and reported on program
outcomes.
- Successfully completed and closed development
projects.

ACHIEVEMENTS

- Best Employee of the year 2014
- 100% Attendance Record
- Working Experience in Hard Area

HOBBIES

- Tourism
- Reading
- Social Work

Project Coordinator Health Khwendo Kor (Sisters Home) - Bannu Jan 2015 - Dec 2016

- Health Needs Assessment
- Medical Camps and Vaccination
- Health Awareness and Education
- Capacity Building of Traditional Birth Attendants
- Advocacy
- Planning, Reporting & Documentation
- Linkages and Partnerships

Regional Finance & Admin Officer Khwendo Kor (Sisters Home) - Bannu, KP Dec 2010 - Dec 2014

- Finance and Accounting Management
- Administration and Logistics
- Security Concerns
- Operations and Procurement
- Prevention of Waste, Fraud, and Mismanagement
- Facilitation and Coordination of Program Team
- Reporting & Documentation

EDUCATION


University of Science & Technology, Bannu
BS- Banking & Finance
2006- 2010


Board of Technical Education, Peshawar
Diploma of Commerce
2004-2006

SOCIAL WORK MEMBERSHIP

- General Sectary of Bannu Welfare Organization,
- Member District Committee on Status of Women
Bannu, KP Commission on Status of Women,
- Member District Zakat Committee Bannu, 2020
- Member Child Rights Committee CRC SPARK, 2016

SKILLS SUMMARY

Financial Management  85%

Project Management  75%