

Khalid Mahmood

Communication Officer

At People Consultants Private Ltd
Location: Peshawar, Pakistan
Education: BS (Hons) Commerce Degree
Experience: 8 Years, 11 Months

Contact

Name: Khalid Mahmood
Mobile Phone: +92.301-955-2937
Address: Ghari Taj Muhammad Abdara Peshawar
Country: Pakistan
Email Address: mehmoor.khalid16@yahoo.com
Office Phone: +92.921-2772 Ext 381
Residence Phone: +92.303-820-9039

Total Professional Experience (8 Years 11 Months)

17 July 2020 – Till Date

Union Counsel Communication Officer – MS People Consultants Private Ltd

At, Peshawar Location: Fauji Foundation Hospital Peshawar, Pakistan

Company Industry: Polio Eradication Programme

Job Function: This cadre will support the communication component of micro planning through the Union Council Polio Eradication Committee (UPEC) and oversee and support UC level social mobilization plans, the strengthening of local partnerships, and inclusion of and access to mobile and migrant populations in polio eradication activities. They will also provide support and training to Social Mobilizers and other partners especially focusing on interpersonal communication.

- Update micro plans with Social Maps and UC profiles.
- Prepare evidence-based UC social mobilization / CE plan and make it part of the UC microplan.
- Participate in and support UPEC meetings.
- Regularly updated challenge mapping exercise.
- Organize and facilitate locally appropriate communication interventions with participation of the influencers and care givers

Jan 2020 – 16 July 2020

Administrator – Ms Brightspark Education Consultants

At Brightspark Education Consultants, Peshawar Location: Abdara Road near Bilal Masjid Peshawar, Pakistan

Company Industry: Education / Consultancy

Job Function: As Administrator manages the daily routine office activities & also maintains accounts record of business operations of the concern. Each day, process invoices, records expenditure, and track operating expense of the organization. Direction other staff members. Main responsibilities include managing office stock, preparing regular reports.

- Oversee the financial activities of the organization.
- Recording of Expenditures & Prepare reports.
- Update office policies as needed.

Khalid

July 2015 – Dec 2019

Accounts cum Admin Officer – Al-Mashriq Model School

At Al-Mashriq Model School, Peshawar Location: Canal Road Peshawar, Pakistan

Company Industry: Education

Job Function: As accounts officer manages the financial of the concern & Manage Administrative Issue. Each day, processes invoices, records payments, and track expenses of the Institute. Supervision other staff members. Main duties include managing office stock, preparing regular reports.

- Manage office supplies stock and place orders
- Schedule in-house and external events
- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.

September 2014 – July 2015

Office Assistant Prime Foundation Pakistan

At Prime Foundation: Non Profit organization Warsak Road

Peshawar Medical College

Job Function: *Administration/Operations*

As Assistant, I was responsible for the daily managing accounts record and close liaison with field offices ensure that all activities ran smoothly and uninterrupted. Other key duties included:

- Scheduling and delegating administrative tasks
- Sorting and distributing communications in a timely manner
- Create and update records ensuring accuracy and validity of information Schedule and plan meetings and appointments

Aug 2014 - Sep 2014

Admin Officer Subhash Educational Complex

At Subhash Educational Complex, Location: Warsak Road Branch, Peshawar, Pakistan

Company Industry: Education

Job Function: *Operations/Coordination/Monitoring/Administration major Responsibilities*

Comprised looking forward for administration responsibilities, look after accounts:

- Coordinate office activities and operations to secure efficiency
Supervise staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures

Education

BS (Hons) Degree, Accounts & Finance

From Quaid-e- Azam College of Commerce

Peshawar Completion Date: December 2013

Grade: 3.80 out of 4.00

Programs: BS (4 Years)

Khaliq