

KHURRAM ALI KHAN

[Mohalla Bajouri Khurd inside Sirki Gate], [Khyber Pukhtunkawa Peshawar
Pakistan, 25000] [+92 336-9400886] [khurram.ali81@gmail.com]

OBJECTIVE

To strive hard for attaining excellence in my professional Career.
To work with zeal and passion in a dynamic organization where I can apply.

PERSONAL BIODATA

Father Name	Tahmas Khan
Date of Birth	21st August, 1981
CNIC	17301-1480200-9
Domicile	KPK

EDUCATION

<i>Peshawar University, Computer Science Department</i> Bachelors in Information Technology	2006
Semester Project: Vehicle Plate Recognition Software (LPRS) in Image Processing using MATLAB	
<i>Edwards College, Peshawar</i> F.Sc Pre Engineering	2000
816/1100	
<i>Frontier Model School, Warsak Road Peshawar</i> S.S.C (Science)	1998
678/850	

WORK EXPERIENCE

MicroMerger (Pvt) Ltd Field Monitor As Third Party Field Monitoring (TPFM), Monitor Social Mobilization and Community outreach activities to support TCV Catch-up Campaign 2022. To identify gaps and ensure its timely reporting to improve the campaign quality. Conduct regular field visits as per the travel plan with the expectation to spend around 90% of time in the field. Conduct field monitoring of the implementing partners (different departments for which third-party is providing funds for projects). Following the checklists prepared in coordination with third-party and reporting back to Monitoring & Reporting Officer and Provincial Field Coordinator with findings, as per the approved schedule of reporting and field visits.	26th Sep, 2022 – 31st Oct, 2022
Integrated Community Development Initiative (ICDI) Field Supervisor Organizing awareness sessions in schools, madrassas to increase coverage of child immunization, conducting meetings with area influencers for their support in social mobilization. Conduct monthly meetings with EPI teams to ensure increased coverage of pregnant and lactating women & children. Identifying fixed and outreach points at all appropriate places of the Union Council through government teams. Organizing radio programs for awareness rising about child immunization at mass level.	1st Aug, 2021 – 31st Dec, 2021
MicroMerger IT Solutions Data Entry Operator / Team Leader To manage and enter data forms as per guidance and instructions provided during the trainings of DEOs. Ensure that all the tally sheets are entered in a proper manner according to the requirements of software.	11th Sep, 2015 – 31st May, 2018

**Chip Training & Consulting (Pvt.) Ltd (CTC)
Data Entry Operator**

**16th March,2015-
31st May,2015**

To manage and enter data forms as per guidance and instructions provided during the trainings of DEOs. Ensure that all the tally sheets are entered in a proper manner according to the requirements of software.

BANKING EXPERIENCE

***BankIslami Pakistan Limited Jamrud Road Branch Peshawar*
Customer Service Executive**

**31st Oct,2012 –
31st May,2013**

To manage the branch operations in accordance with regularity guidelines while ensuring high quality & defect free customers that are delivered within the bench mark Turn Around Times (TATs). Assume overall responsibility of the operations function of the branch including: front end Account opening, Foreign Currency handling, Remittance & funds transfer, Lockers, Stop payments, Deceased accounts and Cash & teller functions.

**Bank Alfalah Limited Peshawar City Branch
Operations Officer**

**10th July,2009 –
30th Oct,2012**

**OPERATIONS DEPARTMENT
Account Opening Officer**

Developing & maintaining customer relationship through account opening, cheque book issuance, guiding them to different types of accounts according to their requirements & their occupation. Replying to customer's queries regarding account opening forms & cheque book issuance. To make sure that required KYC documentation, as required under prudential regulations, is obtained, properly kept in record and fed into the system. Maintain data of Zakat, Zakat declaration forms, Hold mail, dormant accounts and undelivered mail as per prescribed procedures. Responsible for all account closing as per prescribed procedure and to make sure that applicable charges are deducted and profit (if any) is paid before closure

**Bank Alfalah Limited Peepal Mandi Branch
I.T Officer**

**28th Nov,2007 –
9th July,2009**

**Bank Alfalah Limited Karkhano Hayatabad Branch
I.T Officer**

**6th Jan,2007 –
27th Nov,2007**

Provide as needed support to banking system, including Networking, Email, troubleshooting and Web based technologies, Online Issues and printed documentation. Maintenance and trouble shooting of LAN and WAN; handling all IT related issues in branch; ensure that only approved license software is installed in the PCs and servers. Maintain and update IT equipment inventory. Monitor security of systems, taking backups and corresponding with head office.

LANGUAGES

- Urdu – Native language
 - English – speak fluently and read/write with high proficiency
 - Hindko – speak with basic competence
 - Pashto – speak with basic competence.
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