



# RESUME

**MUHAMMAD TOUFEEQ KHAN**

**Supervisor/Assistant Accountant/Administration Assistant**

**Address:**

**KHATTAK HOUSE, STREET#02, HOUSE NO. 04, FOREST CHWOK  
PALOSI ROAD NEAR PESHAWAR AGRICULTURE UNIVERSITY  
PESHAWAR**

**Mobile No: 0336-9010155**



## OBJECTIVES

To work devotedly in the dynamic and challenging environment to fulfill the organizational and personal goal, seeking a job in an organization where I may utilize my knowledge, Skills and competency accordingly so as to improve my capabilities & strengthen my potential.

## PERSONAL INFORMATION

Father's Name : Yousaf khan  
Date of Birth : 09-11-1985  
C.N.I.C # : 17301-3675661-1  
Domicile : Karak (KPK)  
Nationality : Pakistani  
Religion : Islam  
Marital Status : Married  
E-mail : [toufiqkhattak@yahoo.com](mailto:toufiqkhattak@yahoo.com)  
[toufeeqm55@gmail.com](mailto:toufeeqm55@gmail.com)  
Area of Interest : Administration, Supervision, Monitoring & Office Work

## ACADEMIC QUALIFICATION

YEAR	DEGREE	SPECIALIZATION	MARKS	School/College/University
2018	MBA(HONS) 18 Months	FINANCE	3.23/4.00 (A)	IBMS (THE UNIVERSITY OF AGRICULTURE PESHAWAR)
2009	BBA (HONS) 04 Years	FINANCE	3.47/4.00 (A)	IBMS (THE UNIVERSITY OF AGRICULTURE,PESHAWAR)
2004	FS.C	PRE - MEDICAL	794/1100 (A)	QURTUBA PUBLIC SCHOOL AND COLLEGE HAYATABAD PESHAWAR
2002	MATRIC	SCIENCE	612/850 (A)	QURTUBA PUBLIC SCHOOL AND COLLEGE HAYATABAD PESHAWAR



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## ■ ■ PROFESSIONAL EXPERIENCE:

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### TEAM ASSISTANT

( POLIO FIPV AND OPV PROGRAM 2023)

#### KEY RESPONSIBILITIES

1. Provide basic Assistance to the polio Team (Social Mobilizer and Skill Person)
2. check and verify and then write down the correct Data (Vaccinated, Non Vaccinated Refusals, Not Available) etc
3. Manage the crowd and other management process during polio program.

### SUPERVISOR/INVIGILATOR

(NATIONAL TESTING SERVICES)

#### Key responsibilities

1. Supervision and Monitoring on Invigilators and also on students during NTS Test.
2. Handles discipline of students as needed and in accordance with NTS policy.
3. Guide student's Rules and Regulations & solve their queries during NTS Test.
4. Collect and Distribute Question papers and Answer papers from students.
5. Performs other related duties as required.
6. Reporting to HR and senior management.

### ASSISTANT ACCOUNTANT

(NORTHWEST GENERAL HOSPITAL PESHAWAR)

#### Key responsibilities

1. Update Hospital software with new Bills/Entries.
2. Preparing financial documents such as invoices, bills, and accounts payable and receivable.
3. Manage Hospital Petty Cash and Dispatch Letters.
4. Posting Daily Receipts.

### ADMINISTRATION ASSISTANT

GOVERNMENT INTERNEE (NATIONAL INTERNSHIP PROGRAM)

(THE UNIVERSITY OF AGRICULTURE PESHAWAR)

#### Key responsibilities

1. Coordinate office procedures, Take accurate minutes of meetings.
2. Manage students Attendance sheets of IBMS Department.
3. Provide information by answering questions and requests.
4. Schedule appointments and maintain calendars.
5. Carry out administrative duties such as Filing, Typing, Copying, Binding, Scanning etc.

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## ■ ■ COMPUTER SKILLS:

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- One month (M.S Office) course certificate from Peshawar University.
- Can use Computer for Office work and Data processing.
- Internet usage.

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## ■ ■ LANGUAGE SKILLS

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- English
- Urdu
- Pashtu