

Resum

Malik Iftikhar Ahmad

Postal Address

Tibba Khokhran wala

p/o Kohawar Kalan

Tehsil Darya khan District Bhakkar

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Application for the Post Of Admin Officer



OBJECTIVE

To seek a career position in a progressive organization which should be challenging and demanding where I can practice my repertoire and learnt new skills.

PERSONAL INFORMATION

- Fathers Name : Muhammad Khalil
- Date of Birth : 01-06-1990
- CNIC : 38102-5007835-5
- Domicile : Bhakkar
- Nationality : Pakistani
- Religion : Islam
- Sex : Male
- Marital Status : Married

ACADEMIC QUALIFICATION

EXAM	YEAR	Exam System	Obtained Marks/Total Marks	BOARD / UNIVERSITY
M.A Accounting & Finance	2016-2018	Term	1646/2000	Gomal University D.I.Khan
B.A	2014	Annual	472/800	U.O. Sargodha
D.Com	2009	Annual	713/1200	P.B.T.E Lahore
Matric	2007	Annual	447/850	B.I.S.E Sargodha

●  LANGUAGE



● English Urdu Saraiki punjabi

●  EXPERIENCE

1 year Experience in **WORLD HEALTH ORGANIZATION** (Health Department) as **MONITOR/TTSP** (field work) TRANNING of Tehsil level Staff ,MONITORING of All Tehsil AND REPORTING on Application Software and Manual work.

Professional Experience

- I have 4 Year Experience as **Accounts and Admin Officer** in **Musa Momerial Hospital Bhakkar**
06.02.2017 to 19. 06.2021

Responsibilities:

- Manage day-to-day operations of the office, including maintaining supplies, ensuring office cleanliness, and overseeing maintenance tasks
- Manage onboarding and orientation for new hires, ensuring they are set up for success in their roles
- Maintain accurate and up-to-date employee records, including personal information, job titles, salaries, and attendance
- Manage payroll processing, including ensuring accuracy of calculations, making payments on time, and responding to employee inquiries
- Ensure compliance with all labor laws and regulations in Pakistan, including keeping up-to-date with changes to legislation and making necessary changes to company policies and procedures
- Manage employee relations, including addressing grievances, managing disciplinary actions, and ensuring compliance with company policies and procedures
- Develop and implement employee engagement initiatives to foster a positive work environment and improve employee morale
- Manage employee benefits programs, including healthcare, retirement plans, and vacation time
- Prepare and analyze reports on employee data, including turnover rates, employee engagement, and other relevant metrics_

I have 1 year experience as support person (TTA) in THQ HOSPITAL KALLUR KOT Provincial tuberculosis control program DGHS Lahore Punjab

- Coordinate with District TB Coordinator, District Lab Supervisor, Healthcare Facilities, Labs and other stakeholders for effective implementation of the TB-DOTS
- Carry out district mapping exercise if required, in consultation with the district health department (Chief Executive Officer-Health (CEO-H)/District Health Officer (DHO)/ and District TB Coordinator (DTC)
- Timely submission of monthly progress report, and quarterly TB Recording and reporting (R&R) tools, activity reports after endorsement from district health authorities
- Timely submission of monthly work calendar; and ensure to follow the timelines
- Meet the assigned targets of TB case registration and activities
- Conduct regular visits of selected Hospitals, private healthcare providers, labs, large hospitals and partners for Sputum Transportation Intervention
- Ensure complete and accurate documentation as per the Guidelines
- Timely supply of anti TB drugs, labs reagents to the private partners

- To understand the crucial importance of 100 percent contact screening, and do contact screening of the bacteriologically positive cases; and put these contact persons on treatment for latent TB as per the Guidelines
- Support hospital staff in maintaining TB R&R tools and anti-TB drug stock
- Refer the rifampicin resistant TB cases to PMDT site and facilitate their registration at PMDT site
- Implementation of the Active Case Finding (ACF) activities in the field in close coordination of district health authorities and with support of the Regional Coordinator
- Maintain chronological programmatic and financial record including activity photographs and field monitoring reports etc. of all the field activities at district level
- Submit programmatic and financial record to the office of all field activities on monthly basis as per the Operational Guidelines

➤ 1 Year Computer Course DIT.

➤ 3 Month Computer Application course in Govt. College of Technology Bhakkar

●  **REFERENCE**

Dr. Nadeem Malik CEO Mianwali

PH # 0300-7789900

