



Contact

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DOB May 03, 1985

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Address

Tehkal Payan Mohalla Charanda Near Darul
Uloom Rehmania Peshawar

Skills

- Strong Communication
- Creativity
- Relationship building
- Enthusiasm
- Collaboration
- Understanding Diversity
- Caring and Compassion

Hobbies

- Reading Books
- Writing
- Playing Games

Language

English

Urdu

Pushto

MOHABAT KHAN

A skilled communicator able to maintain cultural sensitivity, establish rapport with members of diverse groups, and promote team cohesiveness. Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity. An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

Education

B.ED	2013-2014
ALLAMA IQBAL OPEN UNIVERSITY Marks: 581/900 (Grade-B / 65%)	
MSC STATISTICS	2008-2010
UNIVERSITY OF PESHAWAR Marks: 864/1200 (Grade-A / 72%)	
MPA FINANCE IM STUDIES	2006-2008
UNIVERSITY OF PESHAWAR CGPA: 3.1/4.0 (Grade-A / 78 %) Marks:1794/2300(Grade-A /78%)	
BSC COMPUTER SCIENCE	2004-2006
GOVERNMENT COLLEGE PESHAWAR Marks: 402/550 (Grade-A / 73 %)	
FSC INTER (SCIENCE)	2002-2004
GOVERNMENT COLLEGE PESHAWAR Marks: 666/1100 (Grade-B / 60 %)	
SSC	
PAF SHAHEEN CAMP PESHAWAR CANTT 2000-2002 Marks: 523/850 (Grade-B /61%)	

Reference

Dr. Muhammad Sajjad

Senior Economist, WWF Program.

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Dr. Jahangir Khan

PPO, WHO Provincial Office KP.

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Asfandiyar Ahmad

Deputy Director Finance, KP-UMA

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Currently Working as Admin and Logistics Assistant at WHO Provincial Head Office Hired through Chip Training & Consultant, Provincial Peshawar KP w.e.f Jan 2024 to till date

Assemble and issue required logistics and equipment for CBV field staff as required well in time.
Coordinate with WHO Provincial/Field office and vendors and arrange for the collection and delivery of CBV related equipment and logistics from warehouse to field.
Ensure returned logistics and equipment meets required quality standards and specifications.
Ensure goods are stored correctly to minimize possibility of damage or deterioration.
Provide support / assistance with the coordination of logistics and other supplies as required
Request quarterly demand for printing and purchasing of items with consultation of PCCRO
Assist with administrative work to ensure the supplies and stocks are correctly documented using standard inventory formats.
Assist with pre campaign rolling stock take and the monthly stock take, reconciling inventory records with physical counts.
Assist with the procurement and stocking, maintaining records, preparation of distribution plan and real time dissimulation of all relevant materials.
Regular meetups with Store keeper/supervisor at EPI for check and balance.
Ensure accurate inventory control database systems and record maintenance using specific / standard formats and provide the information to WHO focal person at provincial level.
Submit regular reports for each campaign of supply chain operations including volumes, values, incoming goods, warehouse stocks and distribution.
Participate in regular warehouse physical inventory counts and submits subsequent inventory reports.
Undertake any other reasonable duties, assigned by the supervisor.

ADMIN OFFICER at Project Management Unit-ERKP

World Bank, Foreign Assisted MDTF, Project, Industries Department, GoKP

February 2012
to June 2022

Grace Period July
2022 to Dec 2022

JOBS DESCRIPTION & RESPONSIBILITY:

Project Coordination with Govt and Private sector officers/officials for Data and reports.
Being as Focal Person/Coordination Officer to facilitate the KP-BOIT regarding quick finalization of Regulatory Assessment and Mapping of Ease of Doing Business in KP.
Strong Administrative Skill, Multiple tasks has been done under pressure, strong analytical and communication skill.
Filing, Drafting, Correspondence, Coordination / closed liaison with –in internally and externally. Assist Management in the Recruitment process and arrange the training/meeting.
Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings.
Performs other related administrative duties, as required, e.g., operational travel programmer; payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations, handing Petty Cash.
Maintaining employee files and the HR filing system.
Assisting field / Monitoring staff in finalizing their travel arrangement and maintenance of logbooks of vehicle.
Ensure receipt and tracking of all receiving goods and prepare, processes and follows-up on administrative arrangements and forms related to the official travel of staff and participants being funded by the Centre.
As per direction of the Management, visited to different district of Khyber Pakhtunkhwa for verification of SME's and prepare monitoring report on the basis of field visit before releasing the payment to the concerned SME's.
Prepare of SME; s Complaints in Data Base and Correspondence with PU-SMEDA to resolve the issue of SME's on priority basis.
Maintained and entered all the staff details into ERP system. Maintained proper POL/fuel system of ERKP Project.
Handle logistics and financial matters with the vendors and provide assistance for maintaining logistics planning tasks.
Maintaining an updated record of project inventory and assets issued to the Industries Department and its allied formations i.e KP-TEVTA, Directorate of Industries, KP-EZDMC, SIDB, Tourism Department, Archology Department GDA, KgDA, etc.
Managing vehicle servicing activities and records.
Ensure that all items are properly numbered and tagged.
Any additional responsibility assigned by the Project Director.

DIRECTORATE GENERAL AGRICULTURE EXTENSION KPK PESHAWAR**JOBS DESCRIPTION & RESPONSIBILITY:**

- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors);
- Handle logistics and financial matters with the vendors.
- Provide assistance for maintaining logistics planning tasks.
- Maintaining contacts and calendars via Outlook;
- Ordering, stocking, and distributing office supplies;
- Planning and scheduling meetings and appointments;
- Organizing and maintaining paper and electronic files;
- Maintaining general office tidiness;
- Attending and assisting with community events;
- Assisting with other special projects related to design and exhibitions;
- Running errands and performing miscellaneous job-related duties as assigned
- Computerization of Agriculture data Collection.
- Preparation of Monthly Statement of Agriculture data.
- Statistical Data Analysis, Correspondence, filing, Monitoring & Evaluation, drafting, account, and quarter review.
- Preparation of annual project sanction.
- Recording the Monitoring report monthly, quarterly, annually, etc.
- Preparation and maintenance of financial records and files.
- Reporting on Daily, monthly, quarterly and annual reports.
- Any other work which assign by Management.

ADMIN AND PROCUREMENT & FINANCE OFFICER**January 01, 2009 to****January 31th 2010****CHANGE THRU EMPOWERMENT STRUGGLE TO EMPOWER PEOPLE****ACCOUNTS/FINANCE/ADMINISTRATION:**

- Prepares vouchers for daily transactions.
- Preparation & Management of Cash Book, Stock, and Pay bill (Payrolls) & expenditure statement.
- Manage billing, receivables, payables, cash receipts, & general ledger functions.
- General ledger entry including accruals and prepayments.
- Responds to inquiries from the Director of Finance.
- Develop and maintain financial record-keeping and reporting systems.
- Computer-based production of trial balance for the purpose of reporting.
- Produce Yearly financial statements including balance sheets, profit/loss statements, and accumulative general ledger using a computer-based accounting system.
- Prepares monthly bank reconciliation.
- Preparation & processing of RFQs and RPF for purchase of Inventory Items /equipment for the office as well as others departments as per PPRA /KPRA rules.
- Procurement the good for the concerned project
- Control the administration issue regarding the project activities.
- Assist management in the Recruitment process and training of staff.
- Maintaining employee files and the HR filing system.
- Assisting program staff in finalizing their travel arrangement and maintenance of logbooks of vehicles.
- Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings.
- Handle logistics and financial matters with the vendors.
- Provide assistance for maintaining logistics planning tasks.
- Ensure that all items are properly numbered and tagged

PARTICIPATION / WORKSHOP/TRAINING

UN BSAFE (Multilingual 2022) Certificate, World Health Organization.

Prevention of sexual exploitation and abuse (PSEA) - Multilanguage (2021).

United to Respect: Preventing sexual harassment and other prohibited conduct

Six months Office Advance Course from Frontier Academy.MCSE from SST Institute of IT, University Road Peshawar.