**PROFILE**

To utilize my professional skills and experience through highest level of commitment and honesty in order to achieve organizational objective and personal growth, and also to achieve targets assigned by the top management of the organization.

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| **PERSONAL** | **EXPERIENCE** |
| **F | 0313-9665999****E |** **Arifkhan2026@gmail.com****EDUCATION****B. Com (2003)**Peshawar University**D.Com (2001)** Technical Board Peshawar**Matric (Science) (1998)** Federal Board Islamabad**Computer Skills*** Office Automation
* Peach Tree Accounting
* Adobe Photoshop
* Urdu Inpage
* Content Writing
* Data Splitting
* Product Item Description
* Articles and Blogs Writing

**References:**Aman Akbar Regional Programme ManagerSarhad Rural Support ProgramD. I. Khan Region0321-9778717 | **SARHAD RURAL SUPPORT PROGRAMME**(Project Coordinator in Child Protection Project)(District D. I. Khan)(From Feb, 2023 to Jan, 2024)Working as a Project Coordinator & Also MIS Officer in UNICEF Supported Child Protection Project District D. I. Khan.* Coordinate all aspects of child protection projects, ensuring timely implementation and compliance with project objectives and donor requirements.
* Develop project plans, timelines, and budgets in collaboration with stakeholders.
* Monitor project progress, identify risks, and take corrective actions as necessary to ensure project goals are achieved.
* Facilitate coordination and communication among project team members, partners, and stakeholders.
* Conduct regular field visits to project sites to assess progress, identify challenges, and provide support to field staff.
* Ensure that child protection principles and best practices are integrated into project activities and approaches.
* Coordinate with government agencies, NGOs, and community-based organizations to strengthen child protection systems and services.
* Support capacity building initiatives for project staff and partners on child protection issues and methodologies.
* Prepare and submit timely project reports to donors, highlighting achievements, challenges, and lessons learned.
* Advocate for the rights and well-being of children within the project area and broader community.

**District Administration Tank****(District Data Analyst)****(District Tank)****(From Sep, 2022 to Jan, 2023)**Working as a District Data Analyst in Deputy Commissioner Office in district Tank.**District Administration South Waziristan****(Data Management Officer)****(District Tank)****(From Sep, 2022 to Jan, 2023)** Working as a District Data Management Officer in Deputy Commissioner Office in district Tank. **SARHAD RURAL SUPPORT PROGRAMME**(Field Team Leader in WFP Livelihood Project)(From July, 2018 to Aug, 2019) Working as Field Team Leader in WFP Livelihood food for work project in Tribal District North Waziristan performing the following duties:* Create an inspiring team environment with an open communication culture
* Set clear team goals
* Delegate tasks and set deadlines
* Oversee day to day operation
* Monitor team performance and report on metrics
* Motivate team members
* Listen to team member’s feedback and resolve any issues or conflicts
* Encourage creativity and risk taking

**SARHAD RURAL SUPPORT PROGRAMME**(Hub Coordinator in WFP General Food Distribution)(Feb, 2018 to June, 2018) Working as a hub coordinator in at SRSP for UN-WFP General Food Distribution of food packages among returned community of North Waziristan Agency.**SARHAD RURAL SUPPORT PROGRAMME**(Field Team Leader in WFP Livelihood Project)(From Aug, 2017 to Jan, 2018) Working as Field Team Leader in WFP Livelihood food for work project in Tribal District North Waziristan**SARHAD RURAL SUPPORT PROGRAMME**(Social organizer in WFP Livelihood Project)(From May, 2016 to Jan, 2017) Working as Social Organizer in WFP Livelihood food for work project in Tribal District North Waziristan performing the following duties:* Conduct survey in Targeted Community.
* Form Village Development Committee in Targeted community.
* Selection of schemes through Transact Walk.
* Selection of Beneficiaries with the help of VDC in Community according to WFP criteria.
* Completion of schemes in specified time period.
* Conduct Capacity building training of beneficiaries with the help of training coordinator.
* Distribution of food among beneficiaries.
* Proper Documentation of all activities.

**SARHAD RURAL SUPPORT PROGRAMME**(Social organizer in Wash SPSP-PATS Project)(From March, 2015 to April, 2016)* Conduct CAP survey in targeted community.
* Conduct PRA sessions in the community
* Arranged Behavior change communication (BCC) sessions
* Farmed WASH CLUB in all the targeted schools
* Achieved 100% ODF status in different villages of the targeted area
* Formation of VSCs and identification of CRPs
* Identification of Entrepreneurs and Masons
* Construction of latrine in the targeted community
* Mobilizing VSCs on the importance of using latrine
* Conduct SLTS (School led Total Sanitation) in the targeted community
* Conduct CLTS (Community led Total Sanitation) in the targeted Community
* Mobilization of sanitation marketing in the targeted community
* Awareness campaigns at community level.
* Awareness campaigns at Religious places.
* Proper documentation of overall record.

**SARHAD RURAL SUPPORT PROGRAMME**(Field Officer in UNHCR-VRF Project)(From Nov, 2014 to Feb, 2015) Working as Field Officer in UNHCR-VRF project in District D.I. Khan**SARHAD RURAL SUPPORT PROGRAMME**(Social Organizer in UNICEF-WASH Project)(From Aug, 2014 to Oct, 2014) Working as Social organizer in UNICEF-Emergency WASH (TDP) project in District Bannu.**SARHAD RURAL SUPPORT PROGRAMME**(Field Officer in UNHCR-VRF Project)(From May, 2014 to July, 2014) Working as Field Officer in UNHCR-VRF project in District D.I. Khan**SARHAD RURAL SUPPORT PROGRAMME**(Social Organizer in UNICEF-SPSP PATS Project)(From May, 2013 to March, 2014) Working as Social organizer in UNICEF-WASH-SPSP-PATS) project in District Tank* Conduct CAP survey in targeted community.
* Conduct PRA sessions in the community
* Arranged Behavior change communication (BCC) sessions
* Farmed WASH CLUB in all the targeted schools
* Achieved 100% ODF status in different villages of the targeted area
* Formation of VSCs and identification of CRPs
* Identification of Entrepreneurs and Masons
* Construction of latrine in the targeted community
* Mobilizing VSCs on the importance of using latrine
* Conduct SLTS (School led Total Sanitation) in the targeted community
* Conduct CLTS (Community led Total Sanitation) in the targeted Community
* Mobilization of sanitation marketing in the targeted community
* Awareness campaigns at community level.
* Awareness campaigns at Religious places.
* Proper documentation of overall record.

**SARHAD RURAL SUPPORT PROGRAMME**(Key Punch Operator in UNHCR Project)(From Aug, 2011 to Jan, 2012)Working as a key punch operator in UNHCR-NFI distribution project in South Waziristan Agency**SARHAD RURAL SUPPORT PROGRAMME**(Key Punch Operator in UNHCR Project)(From Nov, 2010 to July, 2011)Working as a key punch operator in UNHCR-NFI distribution project in Lower Orakzai Agency.**SARHAD RURAL SUPPORT PROGRAMME**(Logistic Officer in UNHCR-Flood Project)(From Aug, 2010 to Oct, 2010)Working as a Logistic officer in UNHCR-Flood-NFI distribution project in District Nowshera.**SARHAD RURAL SUPPORT PROGRAMME**(Account Officer PPF-Microfinance Project)(From May, 2007 to July, 2010)* Maintenance of Accounting books such as petty cash, cash book, bank book, ledger, salary register and staff attendance register
* Assisting branch manager in the registration of credit groups for loan disbursement, preparation of credit files and working out credit cases details on prescribed formats for onward submission to HO.
* Preparation of cash flow statement and responsible for bank reconciliation
* Checking of bank balance before preparation and release of credit cheques
* Receipt of staff salary cheques and distribution of the same among staff in the presence of BM
* Work as acting branch manager in the absence of BM
* Responsible for sending updates to HO
* Update personnel file, fixed assets record maintenance, voucher file, office correspondence
* Update financial statement (monthly income and expense statement, quarterly balance sheet)
* Donor correspondence
* Visitor book
* Miscellaneous documents.

**Nashua Tec Centre Peshawar**(Account Manager)(From Oct, 2004 to April, 2007)**Nasir Latif Associate Consultant & Accountancy**(Trainee)(From Nov, 2003 to April, 2004)**Courses*** Certificate course on financial management at NIBAF (National Institute of Banking and Finance Islamabad).

 **Training*** 5 days training as Social Organizers for rolling out UNICEF’s Sanitation Programme at Scale in Pakistan (SPSP)-RURAL through PATS.
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