

# MUHAMMAD ADNAN KHALID

Consultant | Analyst | Lecturer



## PERSONAL INFORMATION

Father's Name	Khalid Pervez
Date of Birth	28-9-1992
Place of Birth	Peshawar
Nationality	Pakistani
Religion	Islam
Marital Status	Married

## CAREER OBJECTIVES

Want to be a part of a trendsetter & dynamic organization where my academic qualification, skills and experiences would be a valuable source.

## PROFESSIONAL PROFILE

- Energetic Competitive achiever who can inspire and motivate team members successfully by managing multiple priorities and perform under pressure in a fast-paced rapidly changing the environment.
- Excellent attitude towards learning
- Well organized self-motivated detail-oriented team member with excellent interpersonal analytical troubleshooting and problem solving skills.
- Ability to achieve a rapid comfort level in a new environment almost immediately develops optimal solutions and abilities to face challenges.
- Totally dedicated, committed and constantly striving for improvement.
- Self-started and capable of working as a part of a team and a team manager.
- Professional Teacher, coordinator and Focal person for different programs and institutes.

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## LANGUAGE

- English
- Urdu
- Pushto

## HOBBIES & SPORTS

- Books & Newspaper
- Walking and jogging
- Internet surfing
- Swimming
- Travelling

## EDUCATION PROFILE

2014-2015 **M.Phil (1<sup>st</sup> Div)**

University of Peshawar

2010-2014 **BS Hons (1<sup>st</sup> Div)**

Islamia College Peshawar

2008-2010 **Higher Secondary School Certificate (1<sup>st</sup> Div)**

Peshawar Model Degree College

1997-2008 **Secondary School Certificate (1<sup>st</sup> Div)**

Army Public School & College

## Professional Qualification:

- 2018 **Diploma in Information Technology (1<sup>st</sup> Div)**
- 2020 **Bachelors of Education (B.Ed)**

## EMPLOYMENT RECORD:

- Worked as **Lecturer in Physics** at **Bacha Khan University Charsadda (BKUC)** (March 2022 – Aug 2024)
  - Faculty member of Physics Department.
  - BS Coordinator.
  - Organizer for conducting seminar on topic “Concept of Gravity Newton’s Vs Einstein’s Perspective”.
  - Supervised various students of BS Physics and Three (3) students of M. Phill Physics.
  - Conducted various workshops and training for faculty and students.
  - Served as a focal person for different programs like “Green Youth Moment” and different Expo’s at BKUC.
- Worked as **Senior Physics Teacher** in **Garrison Army Public School (GAPS)** from November 2018 till February 2022.
  - Maintaining and looking after Senior Section of GAPS Peshawar.
  - Coordinator of Physics.
  - Working experience as administrator in senior section running/ handling and organizing activities.
  - Preparing different presentations at PTM, Annual Day function and Funfair.
  - Worked as acting section head in GAPS often during absence of section head.
  - Produced 5.8 GPA in SSC-II Exams Session (2018-2019) in Physics Subject.
  - Produced 5.9 GPA in SSC-II Exams Session (2019-2020) in Physics Subject.
  - Produced 5.8 GPA in SSC-II Exams Session (2020-2021) in Physics Subject.
  - Certified trainer for **O Level Physics** from **Cambridge Assessment International Education**
- Worked as **Data Entry Manager/Consultant** with **Technical Resource Facilities (TRF+)** a project funded by **DFID**, assisting Department of Health as a part of their E-Reforms (September 2016 to November 2018).
  - Facilitating TRF in serving field visits and follow-ups of case studies.
  - Working as a Team Manager on assignment in Directorate of Health, on Automation & Digitization of HR data and its feeding in HR Module.
  - Maintaining & looking after Human Resource Management Information System.
  - Project management according to plan as planned in stock take meetings of department.
  - Preparing different presentations and development of quarterly, annually, by quarterly project reports.
  - Practical experience in gathering, organizing and analyzing quantitative and qualitative data related to health workforce especially human resource.
  - Conduction M&E, surveys, drafting reports, summaries, forecasting etc. As per demand and need of department.
  - Conducting data analysis for addressing loop holes and missing areas to make information more meaningful and ease for evidence-based decision making.
  - Presenting data at different platforms as well as in reporting form.
- Real time experience of MIS handling (management information system) in **DC Office Peshawar** in following domains:
  - Computerization of land records.

- Price control via **citizen's portal** – ICT app developed by KPIT board managed by Chief Secretary Office.
- Closely liaison with Key officers of DMG/PMS group for various IT reforms in district.
- Computerization of Domicile forms o Computerization of arm License's.
- Other IT tools and social media to rectify District management system.
- Working experience as data mining/extracting professional at different freelancer and web based online sessions.

#### **PROFESSIONAL SKILLS:**

- Availed merit based scholarship throughout academics.
- Full command on computer-office automation & analysis.
- Office automation with experience in Technical Report Writing (research articles).
- Capable of maintaining MIS.
- Extraction, filtering of requisite Data, Preparing Graphical and Mathematical Reports in Microsoft Excel.
- Self-Starter and Quick learner with flexible personality.
- People orientated, work well as an individual and best in the team.
- Leading from the front with very little supervision.
- Highly adaptable to innovative approach to achieve goals and objectives within timeline with teamwork and dedication
- Good interpersonal communication and presentation skills
- Good listening and understanding skills

#### **PUBLICATION:**

- Optimization, characterization and antioxidant activity of biosynthesized gold nanoparticles from thymealaea passrrina plant extract.

#### **TRAINING RECIEVED:**

- Certified trainer for O Level Physics from Cambridge Assessment International Education.
- Subject Based Training (SBT) in Physics.

#### **REFERENCE:**

- Dr. Azmat Ullah Khan (Director Administration) Director General Health Services, Email: [azmat8737@gmail.com](mailto:azmat8737@gmail.com) Contact: 03005938737
- Dr. Wilayat Khan (Head, Department of Physics) Bacha Khan University Charsadda, Email: [walayat76@gmail.com](mailto:walay76@gmail.com) Contact: 03099914543
- Dr. Shahid Ali (Professor, Department of Physics) University of Peshawar, Email: [sayphysics@gmail.com](mailto:sayphysics@gmail.com) Contact: 03469367626