



# Muhammad Khalid Nawaz

District officer

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Main City, North Wazirstan, Pakistan

## Summary

I am confident and enthusiastic person with the ability to learn and adopt quickly new challenges and to handle difficult situation under pressure. I have an organized approach with good communication skills, which enables me to work effectively either on my own or as a part of team.

## Skills

Admin Task Handling | Administrative Skills | Administrative Tasks Handling | Branch Administration | Building Security Management | Communication and Negotiation Skills | Communication Skills | Computer Knowledge | Computer Proficient | Coordination Skills | Customer Service | Field Work | File Management | Fluent in English | Internet Services | Knowledge of IT software | Leadership Collections Handling | Managing Large Teams = | Monitoring Analysis | MS Office | Problem Solving | Report Writing | Reporting | Security Analysis | Security and Government Liaison | Security Management | Security Measures Implementation | Security Plan Preparation | Store Knowledge | Supervision | Team Coordination | Time Management | Training and Capacity Building | Travel Protocols and Trainings | Typing Speed | Vetting | Writing Email | Writing Skills

## Experience

Jun 2020 - Jul 2023

### District officer

Intelligence Bureau, North Wazirstan, Pakistan

Field intelligence officer in NWD

Mar 2019 - Sep 2019

### UC Supervisor

Pakistan red crescent society Bannu, Bannu, Pakistan

District LLIN Project

Mass distribution of LLIN

House Hold registration

100 percent achievement rate

management of 5 distribution points of UC Domel

Dec 2016 - Feb 2019

### Administration officer

LAPS educational System, North Wazirstan, Pakistan

Toke the lead across all aspects of the company by reviewing how departments work together to reach company goals and by coming up with fresh ideas that will set the company apart from competitors Determined the direction of a business by working with upper management and leading team members to create and implement strategies

and goals. Built a positive and productive culture in the workplace by listening to employee opinions, making adjustments, and recognising the team's accomplishments. Communicated a vision for the company and take steps to make it a reality. Consulted with investors and outside entities to decide which direction the company should go . Kept up with current trends in the industry and modern business practices by reading periodicals and consulting with peers. Performed other decisions as necessary, such as reviewing reports, making presentations to investors and the board of directors, and examining how the Institution can cut expenses and increase revenue

Nov 2014 - Dec 2016

### **Site Supervisor**

TAJ Corporation, Lahore, Pakistan

- 1.Daily Business Report and Financial Report Preparation by Working On ERP system .
- 2.Order planing Book keeping & Record keeping on daily Basis .
- 3.Sale Targets of Lubes HSD and Super Achieving on Monthly basis.
- 4.Customer Facilitation & Customer Relations .
- 5.Team management,Recruitment and Training to Employees.
- 6.Market visits and Survey.
- 7.prepared KPI reports on Daily Basis.
- 8.Strong Time management.
- 9.Cash deposit and Transaction From Site to Bank.
- 10.IT troubleshooting.
- 11.CCTV Cameras Monitoring and report Submission on daily Basis to the head office .
- 12.Internal Audit every Week (Stock Reconciliation).

Sep 2012 - Dec 2014

### **Sales Manager**

State Life Insurance Corporation of Pakistan, Bannu, Pakistan

- 1.Coordinate and Supervise sales of all line of business products .
- 2.Overall responsible for branch profitability.
- 3.Managed Franchise and maintained excellent relations with Independent agents,sales officers and other channels with in their territory.
- 4.Ensured Branch can serve clients of all lines of business and provide excellent customer service to the existing customers and prospective clients .
- 5.Recruited and developed Sales representatives ,Sales representative officers and sales officers and trained various intermediaries to pursue sales of all lines of business products .
- 6.Gathered marketing intelligence statistics to facilitate development of strategies to the company a competitive advantage .
- 7.General management and administration of branch office .

## **Education**

2018

### **University of Science & Technology Bannu**

MSc , Msc-Economics

Economics

2017

### **Sarhad University of Science & Information Technology**

Diploma

Physical Education & Sports

Completed

2015

### **University of Science & Technology Bannu**

Bachelors in Arts

International Economics, Trade and Finance, Macroeconomics

Grade: A

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## Projects

### Take a Child to school

Enrollment of out of school children of Peshawar with the collaboration of Dost welfare foundation Peshawar.

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## Languages

**Hindi**  
Beginner

**English**  
Expert

**Punjabi**  
Intermediate

**Pashto**  
Expert

**Urdu**  
Expert