

Naeem Jan

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Personal Information

Father's Name: Saleem Jan
Marital Status: Married
Religion: Islam
Date of Birth: 01-02-1986
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Languages: English, Urdu, Pashto.
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Objective

Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness.

Academic Qualification

MA (International Relation)

Tenure : 2011 - 2015
Institution : University of Peshawar
Subject : (International Relation)

B.A (Bachelor of Arts)

Tenure : 2009 - 10
Institution : University of Peshawar
Subject : (Bachelor of Arts)

D.A.E (Electrical/Electronics)

Tenure : 2002 - 2005
Institute : Govt College of Technology Peshawar
Subjects : (Electronics)

SSC (Science)

Tenure : 2000 - 2002
Institution : Govt High School Gull Bahar No 2, Peshawar City
Subject : (Science)

Computer Skills

- ✓ Diploma In Information Technology (D.I.T).
- ✓ One year Short Course Of MS Office.
- ✓ Proficient in using VLE software.
- ✓ Using of Accounting Software.
- ✓ Proficient in use of MS office pack System Operation.
- ✓ Proficient in using VB based software & oracle applications.
- ✓ Strong knowledge of networking.

Career Summary

- ✓ Working as Assistant Manager Medical Education & Research Department / DEANERY at Northwest General Hospital & Research Centre and Northwest School of Medicine, Hayatabad Peshawar.
- ✓ Worked As Quality Assurance Officer in LT Capacitors Installation in Agricultural and Water Supply Scheme Tube Wells in All Over K.P.K in US-AID Funded Power Distribution and Implementation Program.
- ✓ Worked as Field Engineer in Meter Replacement Program under US-AID funded Power Distribution and Implementation Program.
- ✓ Worked as Assist: Engineer (Systems) I have worked with the Windows team and VAS team at Interactive Convergence, Peshawar office.
- ✓ Worked in Project of PROMIS, (Public Sector). My significant duties were Installations & Deployment of X4100, X4200, Blade Servers, Voice over IP Phones, and Grand Streams Video Phones. Surveillance Cameras.
- ✓ Considerable experience in training and instructions, i.e. PROMIS FIR Application, CMH - HMIS Application, PESCO Meter Replacement, and Installation of LT Capacitors.
- ✓ Worked As IT Engineer in VIPER Technology Pakistan.
- ✓ Self-motivated and able to work well with minimal direction.
- ✓ People-oriented, able to work closely with others in a team environment.
- ✓ Worked as Electronic Engineer & administrator At E.Biz Pvt Ltd where I used to prepare quotations/tenders for the company products. Maintained inventory records.
- ✓ Worked As Team Leader in Shifa Foundation Nawab Shah.

❖ **Name of Organization:** Northwest School of Medicine & Northwest General Hospital & Research Centre Peshawar.

Designation: Assistant Manager / Coordinator (Medical Education & Research / DEANERY):
Duration: Sep, 2016 to till date.

Job Responsibilities:

- ✓ Organize and manage all the office administration under the supervision of DEAN & HoD.
- ✓ To manage day-to-day Training activities of Under Graduate & Post Graduate Students.
- ✓ Organize and manage CME Activities of Symposiums, Workshops, and Conferences.
- ✓ Organize and manage Academic Calendar for MBBS Students.
- ✓ Organize and manage Hours Calculation and Implementation according to PMC guidelines.
- ✓ Organize and monitor the Clinical Rotations Planner for MBBS students and faculty.
- ✓ Monitoring and Evaluation of Clinical Rotation for undergraduate MBBS students.
- ✓ Organize and supervise Logbooks for MBBS Students.
- ✓ By the end of every clinical rotation arrange an OSCE/ TOACS for MBBS Students.
- ✓ To manage all requirements for MBBS internal & External Examinations.
- ✓ To prepare all results on OMR System.
- ✓ To manage Assessment Cell records.
- ✓ Scheduling & uploading day-to-day Time Table & SGD's Rotation on VLE System.
- ✓ Feasibility reports for accreditation of different departments with CPSP for Post Graduate Training (FCPS and MCPS).
- ✓ Approved four Departments for FCPS Training from the College of CPSP.
- ✓ To maintain Close Liaison /Coordination with CPSP, KMU, PGMI & PMDC.
- ✓ To supervise and monitor Clinical & Medical activities of Undergraduate and Post Graduate Students.
- ✓ Induction of House Job and Post Graduate Training twice a year.
- ✓ To prepare merit List for House jobs and Post Graduate Training in recognized specialties.
- ✓ To prepare Monthly Lectures (CPCs, MDT, Journal Club, M&M, And Grand Rounds) for all specialties consultants and post-graduate trainees.
- ✓ Organize and manage OSCE/ Toacs Examination for House officers & Post Graduate Trainees at the end of their Training.
- ✓ Organize and manage all office activities.

❖ **Name of Organization:** Creative Group of Companies Lahore (US AID PDIP)
85 B Shami Road Peshawar.

Designation: Quality Assurance Officer

Duration: April, 2014 to 31 Dec, 2015.

Job Responsibilities:

- ✓ Communicate and deal with the consumers on-site regarding their observations and issues.
- ✓ Resolve the issues related to the site on a timely basis.
- ✓ Supervise the field Staff on site and lay out the working plan for field staff.
- ✓ Visits on a daily basis for Internal Inspections and to check their work.
- ✓ Visit with Donors on Monthly Inspection and give a brief demonstration about ongoing work.
- ✓ Maintain Weekly and Monthly Progress reports.
- ✓ Any other work designated by the Official with the accounting deadlines.

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❖ **Name of Organization:** Mansha Brothers Consulting (US AID PDIP)
House # 3C Gul Mahar Lane University Town Peshawar Pakistan

Designation: Quality Assurance Officer

Duration: Aug, 2013 to March, 2014.

Job Responsibilities:

- ✓ Supervise all the Internal Field engineers and their teams in the Installation of LT Capacitor on Agricultural Land All over Khyber Pakhtunkhwa.
- ✓ On daily basis make a proper working plan for Field Engineers and their teams.
- ✓ Inspect on a daily basis of their work in the community regarding the installation of LT Capacitors.
- ✓ Visits on a daily basis for Internal Inspections and to check their work.
- ✓ Solve the Related Issues of The Community consumers and their Observation about the Ongoing project.
- ✓ Communicate and Solve the Internal Issues of Staff members In the fields.
- ✓ Visit with the Donors for Inspections all over Khyber Pakhtunkhwa and give them a brief Demonstration of the ongoing project.

❖ **Name of Organization:** PITCO (US AID PDIP)
House # 135, Defense Officer Colony Peshawar Pakistan

Designation: Field Engineer:

Duration: Dec, 2012 to June, 2013.

Job Responsibilities:

- ✓ Enumeration of the site and layout the working plan for field staff.
- ✓ Installation of Meters and up-gradation of System.
- ✓ Carry out the Audit of the installed Meters, process and material.
- ✓ Communicate and deal with the consumer on site regarding their observation and issues.
- ✓ Resolve the issues related to the site on timely basis.

❖ **Name of Organization:** VIPER TECHNOLOGY PVT LTD
Office # UG 386, Deans Trade Centre Peshawar Pakistan

Designation: IT Engineer:

Duration: March, 2012 to Nov, 2012.

Job Responsibilities:

- ✓ Installation of Core i3, Core i5 Systems in Different Colleges and Universities of Khyber Pakhtunkhwa on behalf of HED.
- ✓ Installation and Demonstration of All in One System in HED, Archive & Library Peshawar.
- ✓ Installation, Configuration of Intel Base Modular Servers.
- ✓ Training about the Project to Clients and solving issues related to troubleshooting.

❖ **Name of Organization:** Shifa Foundation (CMAM) Nawab Shah Sind

Designation: Team Leader: **Duration:** Jan, 2012 to Feb 29, 2012.

Job Responsibilities:

- ✓ Maintaining Receipts and Registration Records of Beneficiaries.
- ✓ Notify line manager if health need is recognized during field visits.
- ✓ Regularly identifying the beneficiaries and maintaining their list for effective program delivery in target areas.

❖ **Name of Organization:** Interactive Group of Companies Peshawar

Designation: ASSIST, ENG, SYSTEM (WINDOWS): **Duration:** Nov, 2007 to March, 2011.

Job Responsibilities:

- ✓ Configuration of Sun fire X4100, X4200 & Blade machines in Windows Server 2003.
- ✓ Installation, Configuration & Maintaining of Windows Server 2003, Active Directory, DNS, NLB.
- ✓ VOIP Phone Configuration & Registration.
- ✓ Installation, Configuration & Maintaining Mobotix Surveillance Camera.
- ✓ Training about the Project to Clients and solving issues related to troubleshooting.

1) PROMIS (Police Record Office Management Information System)

- ✓ Police official training on PROMIS System.
- ✓ Installation, Configuration & Maintaining of Windows Server 2003, Active Directory, DNS, NLB at PROMIS Data Centers.
- ✓ Deployment of IT equipment and VOIP Phones registration at Client premises.
- ✓ Management & troubleshooting of Windows Servers of Police Data Center.
- ✓ Installation of Network Printer.

2) HMIS (Hospital Management and Information System) CMH Mangla and Kharia Cantt

- ✓ Training on HMIS Application to the CMH staff.
- ✓ Managing & Troubleshooting the Server Machines.
- ✓ Installation of Network Printers (Lexmark, HP).

❖ **Name of Organization:** E. BIZ (PVT) LTD
Gull Haji Plaza Abdara Road Peshawar.

Designation: Electronics / Communication Engineer: **Duration:** April, 2006 to April, 2008.

Job Responsibilities:

- ✓ Installing, Managing and Controlling different kinds of telephone exchange.
- ✓ Installation of different Security cameras and security doors at different industrial Units at Hayatabad Peshawar.
- ✓ Managed office administrator.
- ✓ Maintained Inventory books, logbooks, distribution of salaries.
- ✓ Prepare Tenders/Quotations and Deal with Clients On behalf of the Company.
- ✓ Help Desk to the Clients.

Multidimensional

Able to work in diverse working environment, High sense of responsibility, Managerial Skills, Enjoy team work, Capable of working independently.

Reference

Reference available on demand.