

PERSONAL INFORMATION

NAME SAFWAN KHAN
FATHER NAME MUHAMMAD JAN
CNIC # 54303-1388077-9
DATE OF BIRTH 24-02-1995
MARITAL STATUS MARRIED
NATIONALITY PAKISTANI
EDUCATION CA Finalist (B.COM as well)
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VISION & OBJECTIVE

Vision: Always looking forward for human development and peaceful atmosphere where human has equal rights to live.

Objective: Aiming to work with commitment, adjoining challenging and competitive career and am devoted for constructive and developed region

ACADEMIC QUALIFICATIONS

SR.NO	DEGREE	INSTITUTE	DIVISION	YEAR
1	CA Finalist	Institute of Chartered Accountants of Pakistan		
2	B.COM	University of Karachi	2 nd	2018
3	FSC (PRE-Engineering)	Baluchistan Board of Intermediate and Secondary Education (BBISE) Quetta	1 nd	2012
4	METRIC (Science)	Baluchistan Board of Intermediate and Secondary Education (BBISE) Quetta	1 st	2010

SKILLS

- Excellent Communication, interpersonal, presentational, leadership and management skills.
- Dynamic, mentally quick and motivating work style.
- Flexible and easy to work with.
- Focused personality; reasonably directed and sincere with the work assigned.
- Proficient at grasping new concepts and implementing them to produce goal-oriented results.
- Co-operative team player with leading abilities.

EXPERIENCE IN DIFFERENT AREAS

1. Worked in **NID January 2024** as **GCSS Supervisor** with **RIZ consulting** with following responsibilities:
 - **Assigning roles** to GCSS team members, ensuring quality and timeliness of GCSS work, and communicating GCSS results to management and stakeholders².
 - **Evaluating the performance** of GCSS staffs and providing feedback and coaching².
 - **Assisting in risk assessment** and mitigation activities².
 - **Evaluating and enhancing internal controls** to improve operational efficiency².
 - **Management and Deployment** of Field Team during Pre-Campaign and Intra-Campaign Phases.
 - **Coordination** with district/UC level management including DDPOs/UCMOs/UCPOs down to the vaccinator Level for project briefing/training and data gathering.
 - **Supervision and providing technical support** to field staff (monitoring/troubleshooting/Data handling)
 - **Field validation** of data for preparation of final reports.
 - **Assist** GCSS technical team during desk validation.
2. Worked in **SNID December 2022** as **GCSS Supervisor** with **RIZ consulting** with following responsibilities:
 - **Assigning roles** to GCSS team members, ensuring quality and timeliness of GCSS work, and communicating GCSS results to management and stakeholders².
 - **Evaluating the performance** of GCSS staffs and providing feedback and coaching².
 - **Assisting in risk assessment** and mitigation activities².
 - **Evaluating and enhancing internal controls** to improve operational efficiency².
 - **Management and Deployment** of Field Team during Pre-Campaign and Intra-Campaign Phases.
 - **Coordination** with district/UC level management including DDPOs/UCMOs/UCPOs down to the vaccinator Level for project briefing/training and data gathering.
 - **Supervision and providing technical support** to field staff (monitoring/troubleshooting/Data handling)
 - **Field validation** of data for preparation of final reports.
 - **Assist** GCSS technical team during desk validation.
3. Worked in **SNID October 2022** as **GCSS facilitator** with **RIZ consulting** at Surkhab Refugee Camp and also provided a training session to C.H.W as well as their supervisors for a better understanding of the program.
4. Worked in **BDO Ebrahim & Co. Pakistan** from 1st June 2020 to 31 May 2022 as **Audit Senior/Associate** with following responsibilities:
 - **Preparing and managing** audit budgets.
 - **Verifying** company financial information.
 - **Planning and performing** company financial audits.
 - **Creating and managing** internal auditing systems.
 - **Preparing** audit reports and statements for company managers.
 - **Resolving** client audit queries efficiently.
 - **Ensuring** compliance with state and company best practices.
 - **Training and mentoring** Audit Interns.
 - **Assigning roles** to audit team members, ensuring quality and timeliness of audit work, and communicating audit results to management and stakeholders.
 - **Evaluating the performance** of audit staffs and providing feedback and coaching.
 - **Assisting in risk assessment** and mitigation activities.

- **Evaluating and enhancing internal controls** to improve operational efficiency.
 - **Following a tailored training program** and developing technical expertise on accounting norms and the legal environment.
5. Worked in **BDO Ebrahim & Co. Pakistan** from 1st December 2018 to 31 May 2020 as **Audit Trainee** with following responsibilities.
- **Follow a tailored training program** and be coached by seniors and managers to gain technical expertise on accounting norms and the legal environment.
 - **Develop a working knowledge** of rules and regulations applicable to different jurisdictions and industries, and ensure correct and consistent application.
 - **Help clients manage risk and uncertainty** by reviewing their internal control systems, financial reporting, application controls, and IT general controls, and recommending corrective actions.
 - **Gain hands-on experience** by participating in external audits for various clients, providing an examination of their financial records and ensuring that the accounts are "true and fair".
 - **Use proven methodologies and tools** to collect and analyze evidence, document findings, and report results.
 - **Be productive and efficient** by completing tasks on time and with quality, and looking for ways to improve work processes and outcomes.
 - **Be cooperative and respectful** by working well with others, communicating clearly and constructively, listening to feedback and suggestions, and respecting the diversity and opinions of colleagues, managers, and customers.
 - **Be loyal and committed** by showing dedication and loyalty to the organization and its vision, aligning personal goals with organizational goals, upholding the values and culture of the organization, and being honest and trustworthy.
 - **Be adaptable and flexible** by adjusting to changing situations and demands, embracing new challenges and opportunities, learning new skills and knowledge, being open-minded and creative, and coping with uncertainty and ambiguity.
6. Worked as **HR Officer at JAN Hospital** from March 2015 to September 2018. with following responsibilities:
- Recruitment and capacity Development of Staff
 - Making sure that staff get paid correctly and on time
 - Leave maintenance of program staff
 - Approving job descriptions and advertisements
 - Looking after the health, safety and welfare of all employees
 - Organizing staff training sessions and activities
 - Monitoring staff performance and attendance
 - Advising line managers and other employees on employment law and the employer's own employment policies and procedures
 - Ensuring candidates have the right to work at the organization
 - Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.

Language	Speaking	Reading	Writing
Pashto:	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent

COMPUTER SKILLS

- Have Strong Command on. Microsoft Office (Excel, Word, Power point)
- Have solid expertise Oracle, SAP, APT 3.0

REFERENCE:

- Mr.Nisar Programme data Assistant PDA WHO : (0333-1315411)
- Mr. Ahsan Achakzai TDO Saranan Cell: (0342-1217411)