

# CURRICULUM VITAE



## YASIR KHAN :

Postal Address: Village Bazid khel Mohallah Malakan P/o badber kohat road Peshawar .

Permanent Address: Village karari P/o Gulbela charssadda road Peshawar.

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### PERSONAL INFORMATION:

Date of Birth:	14/01/1988
Domicile District:	Peshawar
CNIC:	17301-9288611-3
Citizenship:	Pakistan
Marital status:	Single

### OBJECTIVES:

To obtain a position in an organization that will apply my leadership skills, training skills, problem solving skills for the development of the people. I have proven capacity to troubleshoot issues to resolve issues quickly and maintain a high level of professionalism, patience. I effectively communicate technical information to non-technical audience, improvising curricula and style to meet diverse audience needs.

### SHORT SUMMARY

When I completed my Fsc in 2007 I was started my work in polio as transit team after 6 months means in feb 2008 I haired as a polio supervisor/area incharge with WHO . I worked there almost 2 years and 8 months .i work there with very friendly and politely all the staff and area people are very happy from me because of my work and Behaviour . When I completed my Bachelor in Business Administration BBA(hons)HR in 2012, I joined Travel Linker international Peshawar in May, 2012 as Assistant Manager HR .I worked there for almost 2 years. I handle there daily office work and plan for increasing customers and also provide Training to employees of organization . In Sept ,2014 I joined Sultan Salman Al saady Construction Company Saudi Arabia as an Assistant Manager HR ,Computer operator. I handle daily office work make salary of all employees also make attendance sheet for the whole month of employees, also controls all documentation works e.g invoices etc .I also Hire and train employees and labours . in march 2017 start my own travel agency up to january 2020.there I manage all the office works also training

to my staff etc .Now I working in UNICEF as social Mobilizer and communication Officer

### HIGHLIGHTS

- Communicator
- High Standards
- Conflict resolution
- Critical Thinker
- Team Builder
- Team Leader
- People Person
- Problem Solver
- Friendly
- Service and support

### KEY RESPONSIBILITIES:

- Team Leader
- Supervision
- Coordination
- Organizing training as per schedule
- Delivering session
- Conducting Market survey
- Reporting
- Demonstration
- Record keeping
- Data Management

### WORK HISTORY

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FROM	TO	ORG NAME	DESIGNATION NAME
1) AUG 2007	JAN 2008	POILO (WHO)	TRANSIT WORKER
			<ul style="list-style-type: none"><li>➤ 6 MONTHS WORKS IN POLIO AS A TRANSIT TEAM .</li><li>➤ DAILY ROPORTING TO SUPERVIZER.</li><li>➤ EXPIRENCE AS POLIO TEAM WORK.</li></ul>
2) FEB 2008	OCT 2010	POLIO (WHO)	POLIO
SUPERVIZER			

- Collecting data from CHW and transit teams also supervised and communicate with them visit one by one to different houses make data and then report to UCO .
- Daily Reporting to UCO.
- Experience as in area incharge in non CBV
- Experience as area incharge in CBV
- Good knowledge of EPI & PEI Programs.

3) **MAY 2012**      **JUNE 2014**      **Travel linker international Pesh**      **Assistant HR Manager**

- I Handle all the office works ,make plans to increasing the customers and also hiring and giving training to the new employees .and also makes a package plan for umrah and hajj and also arranged the whole office managements .

4) **Sept 2014**      **Nov 2016**      **Sultan Salman Alsaady Constrction co Saudi Arabia HR Assistant Mgr & computer operator**

- I handle all office docomentional works such as invoice etc also make salary of all employees make attendance sheet for whole month, also hiring and selecting new employee and then train them .

5) **MARCH 2017**      **JAN 2020**      **Ansharah travel and tour**      **chief executive**

- Managing the whole office such as training to employee manage package plan etc all work of office .

6) **October 01,2020**      **March 31,2021**      **CTC contrect with unicef**      **ALSM (Area level social Mobalizer)**

Work as area level social mobilizer in UC bazid khel From October 01,2020 to March 31,2021 under its CTC contract with UNIcef Pakistan for third party managment of Unicef Communication Network (COMNet) project for Polio Eradication Initiation (PEI) Pakistan.

➤ **Aprial 01 2021**      **to Still with People org**      **Prt Lt**      **ALSM**

Also still working with people org (NUICEF) as Area Level socail Mobilizer (ALSM ) and also working as acting union council communication officer ( UCCO) UC Bazidkhel for 8 Months .

## **EDUCOATION**

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**2018**      **ISLAMIA COLLEGE UNIVERSITY PESHAWAR**

**MA (POLITICAL SCIENCE)**

- **Specialization: Political Science**

- Marks 562/ 1100

08.2008 – 09.2012      IBMS AGRICULTURE UNIVERSITY PESHAWAR

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**BBA (HONS) HR**

- Specialization: Human Resource Management
- CGPA 2.62/4
- Internship: KHYBER BANK Peshawar

08.2005 – 08.2007      MUSLIM EDUCATION COMPLEX PESHAWAR

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**F.S.C (PRE MEDICAL)**

- PRE MEDICAL
- MARKS 624/1100
- 2<sup>ST</sup> DIVISION

04.2005      BOARD OF INTERMEDIATE & SECONDARY EDUCATION

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**SSC IN SCIENCE**

- MARKS 681/1050
- 1<sup>ST</sup> DIVISION

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**AREA OF INTEREST**

- Management
- Training
- Coordinator
- Leadership
- Data Collection
- Skilled Based Trainings
- Monitoring and Supervision

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**SKILLS**

- Management skills
- Presentation skills
- Communication skills
- Report writing skills

- Monitoring and supervision skills
- Social Mobilization skills
- Conflict management skills
- Computer Skills (Microsoft word, Excel, Access, PowerPoint)

### Additional Skills

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1. Development of business feasibilities	Yes
2. Development of business Plans	Yes
3. Mentoring and handholding support to target groups	Yes

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### LANGUAGES

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- English (Fluent)
- Urdu (Native)
- Pashto (Native)
- Arabi.

### REFERENCES

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- Provided on demand.