

IMRAN KHAN

imranawkum001@gmail.com, imran.khan@awkum.edu.pk

Father Name: Sardar Khan
C.N.I.C #: 16101-9347568-1
Nationality: Pakistani
Date of Birth: 07-Dec-1987
Domicile: Mardan KPK
Religion: Islam
Marital Status: Married

Mailing Address
Moh: Bajaor Colony By Pass
Road Mardan.
Contact Numbers
0314-9383159
0345-9337435



CAREER OBJECTIVES

1. A motivated Computer Operator with 5 years of experience working in Pay & Pension. Skills include Documents Drafting Using MS-Office, Creating & Drafting of Minutes of different meetings, Pension & G.P.Fund, Income Tax Returns Statements, Audit Paras Agenda Making, Calculation and Maintenance of Pension & GPF ledgers, Maintenance of Establishment Check Register and creative problem solving. Able to communicate effectively with a team and very keen to develop more professional skills.
2. Areas of Interest: **HR Management and Administration.**

QUALIFICATION

MS-HR (COURSE WORK COMPLETED) **ABDUL WALI KHAN UNIVERSITY MARDAN**
(2016-2017)

Major subjects: Thesis Work in Progress

MPA (HRM) **ABDUL WALI KHAN UNIVERSITY MARDAN**

(2009-2011)

Major subjects: Human Resource Management, Training & Development, Industrial Relation, Leadership and Team Management, Public Administration, Marketing, Financial Accounting, Economic Development, Project Management, Management, Comparative Public Administration, Performance Management.

B.A **University of Peshawar**

(2007-2008)

Major subjects: Islamic Jurisprudence, English, Islamiyat

F.A **BISE Mardan**

(2005-2006)

Major subjects: Humanities

SSC **BISE Mardan**

(2003-2004)

Major Subject: Science

EXPERIENCE

Work at Abdul Wali Khan University Mardan as Computer Operator since Sep 2012 to till date.

Worked on Pension & GP Fund, ECR, and Service Books at AWKUM.

Income Tax Return Statement, Drafting & Creating Minutes of Meetings, Audit Observation Agenda Writing, Pay Fixation etc.

Worked on Salary at AWKUM

Eight weeks Internship at GPO Mardan.

Eight weeks experience as Data Entry Operator at GPO Mardan.

6 years experience as Supervisor at Sun Steel Industry Agency for Khyber Pakhtunkhwa (Crank House) Mardan.

2 years and 6 months experience as "Office Assistant" at Pakistan Institute of Computer and Communication System (PICCS) Defense Colony Mardan.

LANGUAGES

Fluent in speaking, Writing, Reading and Listening English, Urdu & Pashto

COMPUTER SKILLS

- **25 courses include MS Office and software, Hardware.**
- **MCSE, AutoCAD**
- **Diploma In Information Technology. (DIT-One Year).**