

MUHAMMAD DAUD KHAN
S/O
MUHAMMAD DILWAR KHAN
MUHALLA BIJLIGAR TEHSIL AND DISTRICT DIR UPPER TEHSIL

DATE OF BIRTH : 22ND JAN 1983
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NATIONALITY : PAKISTAN

EDUCATION:

M.A (Political. Science) Shaheed Benazir Bhutto University, Sheringal

BBA-IT (Hons) Institute of management Sciences
University of Peshawar,kpk, Pakistan

Specialization. Marketing.
Research. Brand Equity of ARIEL

INTERMEDIATE (F.A) Edwardes College Peshawar,kpk, Pakistan
Majors. Mathematics, Statistics and Economic

MATRIC The Fazlehaq College, Mardan,kpk Pakistan
Majors: Mathematics, Physics, Chemistry & Computer Sciences

OBJECTIVES:

To utilize my education talent, leadership & organizational abilities in a project management / executive position with a potential growth:
Seeking to develop excellence in leadership & enhance operational and communicational Skill that are vital for pursuing and enhance my capabilities in term of utilizing my management experience.

Experience Summary:

Have more than 8 years of professional experience in emergency response projects with Multinational,NGOs and INGOs .Have the capacity to lead the team, very clear to take decisions, have the skills to resolve the conflicts with in the team. Have a good command on the coordination (internal and external).
I have the potential to identify the areas of potential beneficiaries and to assist the beneficiaries. Have a good command on questionnaire development and assessments. Have a strong hand on the team management and utilization of resources.
Have the ability to take initiatives. I am innovative, creative and accountable in work. Have the good communication skills in interaction with stake holders.

LAGAN TECHNICAL HABIB JV (LTH JV)
Islamabad, Pakistan
May 2014 - Present

Office Assistant, Document Controller and Assistant to legal advisor
(Reporting to: C.E.O, Project Manager and Legal Advisor)

- Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Referencing the Contract Documents to the supporting documents.
- Filing and compiling of the ED's, DRB's and Notices to commence Arbitration.
- Involve in the Arbitration and Assisting the lawyer in referencing with supporting documents.
- Supports case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- Manages documents (internal & external).
- Checks compliance and quality of documents.
- Maintains a list (register) & files documents.
- Distributes documents to relevant people.
- Liaison with client/ contractors/ subcontractors.
- Reports on the progress of documents

PROFESSIONAL EXPERIENCE

<u>ORGANIZATION</u>	<u>:</u>	<u>LAWARI HUMANITARIAN ORGANIZATION</u>
<u>POSITION</u>	<u>:</u>	<u>ADMIN. OFFICER</u>
<u>FROM</u>	<u>:</u>	<u>20TH APRIL 2008 20TH APRIL 2009</u>
<u>RESPONSIBILITIES</u>	<u>:</u>	

Assist the project coordinator and program officer in program coordination at the district and cluster level, particularly to ensure government support of program activities in the field and that the program is effectively implemented by the L.H.O as a response mechanism;

Develop understanding of issues and acquaintance with government agencies, NGOs, individuals and other possible stakeholders involved in the project operations;
Make a recommendation to the program officer and program manager on way to better establish the program to strengthen government counterparts and to improve the linkage between the communities and the Government of Pakistan.

As an admin officer my responsibilities include, ensuring pre parathion of semi monthly, and monthly progress reports at different levels coordinate with the implementing partners to submit the same in time, maintain data and information on the project activities, assist the project coordinator and program manager in planning and monitoring of the project activities, preparation of the project work plan, Preparation of the project brief and profile;

Daily visited the field to make sure authentic field assessments and aware the affected population for international humanitarian mandate of voluntary repatriation;
Assisted and motivated by the filed officer of the Norwegian refugee council for Conducting special case studies and identification of Extreme Vulnerable cases.

FIELD RESPONSIBILITIES :

Worked as a team leader from the implementing partner (IP) NORWEIGN REFUGEE COUNCIL(NRC) for the distribution of Non-food items (NFIS) among 2000 thousand) IDP'S families of District Swat, Buner Dir and Mohmand) at the union- council (Mian-essa) of District Mardan for the month of June and July 2009

Worked as a team leader from the implementing partner (IP)side to the NORWEIGN REFUGEE COUNCIL (NRC) For The Distribution Of Non-food items (NFI'S) among 4000 (Four Thousand) idps of District Swat, Buner, Dir and Mohmand at the Union Council Shamoza and Kandaroo District Mardan for the month of August and September 2009.

Worked as a team leader from the implementing partner (IP) side to the WORLD FOOD PROGRAM (WFP) for the Distribution of food items among 7000 (seven thousand) Non-idps (stayees) families of the four union councils i.e. Islampur, Kokarai, Manglawar and Aka-marooof bami khel of District Swat for the month of January, February and March 2010.

Worked as a team leader from implementing partner (IP) side to the NORWEIGN REFUGEE COUNCIL (NRC) for the Distribution of Non-Food items (NFI'S) among 7000 (seven thousand) Non -idp's (stayees) Families in the three Union Councils i.e. Islampur, Kokarai, and Manglawar of District Swat for the month of February 2010.

Organization: UNICEF

Position: Assistant Coordinator

Location: District Education Coordination Unit (DECU), Dir Upper

FROM 10TH JUNE2006-30TH MARCH2008

DECU was a joint venture of UNICEF and the government of Pakistan. It worked in collaboration with the Government of NWFP through Education department, Local Government, National Commission for Human Development (NCHD), World Food Program (WFP), and Literacy for all (LFA), Elementary Education Foundation, National Education foundation Pakistan and NGOs etc.

My Job responsibilities as Assistant Coordinator included the following;

- * Planning, Implementation, Monitoring and Evaluation of overall program activities in the project area
- * Provide management, leadership, assistance and supervise project staff at district level
- * Manage project funds at district level and prepare periodic expense reports
- * Liaise with education department, district govt. and other stakeholders at district level
- * Development of combined quarterly and annul district education work plan
- * Prepare and update monthly, quarterly and annual progress reports required by UNICEF
- * Developing support from the local communities, religious and political circles for the project interventions

- * Identification of gaps and mobilization of resources, including local govt., indigenous community and NGOs to fill the gaps.
- * Facilitation of monthly review meetings.
- * Implementation of school development plans.
- * Supervision and monitoring of different food and non-food items distribution in schools and communities
 - * Developing, supporting and strengthening of school-community linkages.

COMPUTER SKILLS:

High computer literacy including upcoming soft ware's, email application, software installation, repairing accessories of computer EXCCEL, POWERPOINT, MS.WORD, DATA BASE, DATA STRUCTURE AND DESIGN, E-COMMERCE, E-BUSINESS,MIS.

EXTRA-CURRICULAR ACTIVITIES:

- Reading book,
- Net surfing
- Sports

REFERENCES:

MR. ASIF ULLAH KHAN, CHAIRMAN, LHO, 25/C
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MR. MIR MAZHARUDDIN, DISTRICT COORDINATOR.
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