

KHALID ILYAS SIDDIQUI

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Passport no# CV5462912.
PESHAWAR,KPK,PAKISTAN.



WORK EXPERIENCE:

Director | Institute of Health Care Management & Development Islamabad (IRM-Hospital).

Status: Present

June 1st, 2024 till date.

- Leading all the Administrative, Financial, Procurement & Academic operations with my team in organization.
- Member of Board of Directors, maintains all activates of board meetings

Additional Director/Procurement Head | Ahmad Medical Institute Peshawar.

Sept 2018 till July 2024.

- Leading all the Administrative, Financial, Procurement operation with my team in organization.
- Supervised all activates of board meetings and balloting for chair of board.
- Possible arrangements for all Educational Seminars, Trainings and Recreational events Nation-Wide with my team.

Document Controller | Adeptus Inspection & Testing Services UK for KSA Office.

April 2020 till Jan 2023. (Offered Online job, when given visa of KSA was expired due to Non-availability of flights because of Covid-19).

- Prepared Quality Management System Manual under ISO 17020 certification standard for Safety and Health (IOSH) of construction activities of buildings in KSA.
- Prepared Procedures and Policies for Safety and Health during construction of building activities along with zoom training of IOSH
- Prepared Master List of Documents and Master List of Record for Safety and Health during construction of building under ISO 17020 certification standards.

Program Manager/Procurement Manager (INGO) | Central Asia Institute

P.O. Box 7209 Bozeman, Montana, MT 59771, USA, for their country office at Kabul, Afghanistan.

March 2015 till July 2019 (Projects suspended because of Tliban Regime Started).

- Maintain all the project operation with my outreach team, find need analysis for implementation of project at appropriate place to non-stop educational activates motivate people of rural areas and promise to support students for education, especially war-affected areas in Afghanistan.
- Review Financial/Quarterwise Project & Operational Budget with USA team for better implementation of projects with maximum students support ,
- Prepared various projects proposals, Weekly, Monthly, Quarterly, Interim and Project Complication reports.
- Review various type of Monitoring and Evaluation forms/reports from M&E Officer and made discussion if required.

OBJECTIVE

Tactical skills of management with over 8 years-long career directing and enhancing key organizational resources. Cultivating a strong administrative team and a positive organizational culture. Expertise in new process development, human resources management, budget review, revenue growth & report writing. Guaranteeing the achievement of all objectives through strategy development and implementation which fostering a culture of continuous improvement.

AREA OF EXPERTIES

- Manages & Directs the purchasing of all good and services an organization needs.(Procurements)
- Document Controlling under ISO 17020 (Manual, Procedures, Policies for Safety and Health.
- Project Management & Financial Controls.
- Financial Capital Budgeting (Project/Operational).
- Multiple Report writing, Preparing Feasibility Reports & Proposal writing.
- Multiple Professional Trainings & Zoom sessions
- Manages various Blood Camps to handle Blood Emergency.
- Maintains Food, Medical & Medicine supplies support for Earthquake & Flood Affectless in KPK & AJK

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WORK EXPERIENCE:

Head of Department | RANA University Kabul, Afghanistan.

July 2011 till Feb 2015. (Offered job at CAI-US for their Afghanistan office).

- Perform multiple tasks which given by board of directors and Vice Chancellor of university.
- Responsible for Teachers as team to provide educational environment for students and to in time percentage accomplishment of curriculum of Bachelor and Master of Business Administration.
- Responsible for teaching methodologies and workload on teachers as per given policy HEC (Tasilat-e-Aali Afghanistan).
- Leading research activities, arrangement of students groups, plagiarism issues, monitor the activities of research supervisors and given guideline during preparation of their dissertation report.
- Throw various business trainings to enhance business and strategy making skills, seminars, conferences and recreational events for student's motivation and capacity building.
- Responsible for participate board of directors meeting to present department performance, challenges faced and resolved faculty conflict of interest for organization.

Lecturer for MBA Level | City University of IT and Emerging Sciences, Pesh.

Sept 2009 till June 2011.

- Responsible for best research based teaching methodology for students of management sciences.
- Responsible for in time accomplishment of curriculum as per assign credit hours from Higher Education Commission to university.
- Preparation of computer assisted MCQs based examination papers for Mid-term and Final-Term session.

Program Coordinator cum Lecturer | Abasyn University Peshawar.

Jan 2008 till Aug 2009.

- Leading all the Administrative and academic operation with my team of faculty in organization.
- Supervised all activates of board meetings.
- Possible arrangements for all Educational Seminars, Trainings and Recreational events for department with my team of faculty.

LANGUAGES:

English, Urdu (Native), Dari, Pashto

COMPUTER SKILLS:

MS Office, Quick Book, Primavera p6, SPSS, Internet Surfing.

REFERENCES:

National/International shall be provided upon request

EDUCATION

- **B-Pharmacist**, (2024 In-Progress)
from KP Pharmacy Council
(Pharmaceutics & Pharmacognocny).
- **MBA.**
(Banking and Finance 2007),
from CECOS university Peshawar,
Pakistan.
- **MSc.**
(Applied Economics & Project Management 2002).
from Department of Economics,
University of Peshawar
- **B.Ed.**
(Computer Education 2005).
from Department of Education &
Research, University of Peshawar
- **BSc.**
(Applied Statistics 1999)
from Govt: College Peshawar.
- **FSC.**
(Statistics & Economics 1995),
from Edwards College Peshawar.
- **S.S.c.**
(Science group 1992),
from Edwards College School Peshawar.

ACHIEVEMENTS

- Awarded Shield, Cash Prize (\$ 5000/-) & Certificate for BEST EMPLOYEE (**Program Manager**) OF THE YEAR by Central Asia Institute (CAI-US) for their country office at Afghanistan .
- Awarded BEST PERFORMANCE as Program Manager by Central Asia Institute (CAI-US) for their country office at Afghanistan
- Awarded Certificates of BEST PROJECT IMPLEMENTATION in War-Zone area by Ministry of Education(wazart-e-Marif)Kabul, Afghanistan.
- Awarded BEST PERFORMANCE Certificate as Head of Department by Maiwand University,Kabul,Afghanistan.
- Awarded Certificate for BEST ORGANIZER by HUMZA FOUNDATION for arrangement of various Blood Camps for thalassemia Patients in KPK.
- Awarded Certificate for BEST ORGANIZER by Regional Blood Center Govt: of Pakistan for arrangement of various Blood Camps for thalassemia Patients in KPK.