

FARHAD ULLAH KHAN

CONTACT

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🏠 07-10-1994

ADDITIONAL INFORMATION

✓ Valid UAE employment visa until June 18, 2026. Possess a valid Pakistani LTV license.

OBJECTIVE

To work with a dynamic and reputed organization/company that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment. Seeking a challenging position in a growing organization/company where my acquired skills and knowledge will be utilized towards continued growth and development of the organization/company.

SKILLS

- Project Planning and Management skills
- Conflict resolution Skills
- Negotiations skills
- Strong Coordination and communication skills
- strong interpersonal skills
- Quality Supervision and monitoring skills
- Close coordination skill
- Real Estate, Lease agreement, and rental negotiation skills
- Recruiting skills
- Good Customers service skills
- Strong coordination and good relations skills with clients and customers
- Strong coordination skills with public authorities
- Excellent hospitality skills
- Decision-making skills
- Problem Solving skills
- Team Work skills
- Embracing change skills
- MS Word Skills
- MS Excel Skills
- MS PowerPoint Skills

LANGUAGE



EDUCATION

Sarhad University of Science and Information Technology Peshawar Master A+	2019
University of Science and Information Technology Bannu BA Political Science B	2017
Govt Post Graduate College Bannu FSc Pre Engineering A	2014
Star Public High School Bannu SSc Science A	2012
Wafa Computer Bannu Diploma in Information Technology (DIT) A	2017
Matrix College Bannu Health Safety Engineering Certificate 247/300	2015

EXPERIENCE

SRES Private Limited. Manager Logistics and SAQ	Dec 22nd, 2022 - Oct 15th, 2023
<ul style="list-style-type: none">• Managed SA/LA, Submission of title documents to Legal Dept for Legal Opinions.• Registered Lease Agreements.• Coordinated with authorities i.e. FAB, PTA, TMAs, EPA, and FATA secretariat for NOCs and security clearances of sites for smooth workflow of civil and operation teams.• Developed telecom footprints for the company while ensuring a strong presence in FATA and other unserved regions with controlled CAPEX and OPEX.• Managed in-house teams, including Acquisition, Civil, Deployment, and TCP/PCP, ensuring seamless project delivery within the stipulated timelines.• Ensured efficient management of goods, equipment, and supplies, compliance with regulations, safety procedures, and accurate record-keeping.• Managed supply chain effectively and efficiently from start to end consumer.• Instrumental in preparing and implementing the SOPs of Logistics department.• Resolved security, legal, and GR-related issues in the field and off-the-field.• Hiring and managing guards at sites.• Facilitated the civil and operation teams for smooth working in FATA and other hard-to-access regions.	

- ✓ English:
Write and speak fluently.
- ✓ Urdu:
Urdu is my native language.
- ✓ Pashto:
Pashto is my mother language.
- ✓ Arabic:
Speaks at an intermediate level and Write Fluently.

INTERESTS

- Reading books, Travelling, Sports.

REFERENCE

- References will be provided on demand.

- Managed the operational aspects of the project team, including coordination of resources, project planning, and project delivery.
- Coordinated with clients and MNO's, including Engro Enfrashare, EDOT.CO, TAWAL Pakistan, Ufone, CMPAK, Telenor, and Jazz, significantly contributing to the success of the projects.
- Any other task assigned by the CEO.

Awal Telecom Pvt-Ltd

Site Acquisition Specialist

July 18th, 2020 -
Sep 20th, 2022

- Responsible for the follow up to obtain NOCs from Authorities
- The individual should manage process of NOCs and local authorities.
- Coordination with Government authorities and law enforcement agencies.
- Coordinating with rollout vendors and legal team in resolution of work-stop sites due to access or other issues created by neighbours/Community etc.
- Collaborating with the Regional Rollout teams and HQ in deciding course of action in rollout of slow moving sites.
- Acquisition of new Sites.
- Rent negotiations and approval of rent from HQ.
- Title documents collection and its Verifications.
- Title documents submission for Legal opinion and approval.
- Execution of Lease Agreement.
- Signed Lease agreement submission to HQ.
- Annual rental cheques disbursement.
- Acquisition of commercial power on sites.
- Apply for PCP and TCP at site.
- Issuance of DN for TCP/PCP.
- Installation TCP/PCP at site.
- Reporting and implementation of site Acquisition, CP billing and Security SOPs.
- Conflict resolutions.
- Security and area logistics SOPs reporting and follow up.
- Work in North Waziristan will be mandatory.
- Site Acquisition Specialist will perform any other duty/task as assigned to him by Manager pertaining to the company interest

Chip Training and Consulting Pvt-Ltd

Area Supervisor

Apr 28th, 2018 -
May 30th, 2020

- Monitor and supervise the field work of an average of 5 Community Health Workers CHWs.
- Coordinate with all CHWs on gathering, Compiling House hold data on daily, Weekly, monthly basis.
- Daily & weekly monitoring and supervision plan to include a full day with each supervisee and daily, weekly report to UCO & DHCSO.
- Submit the compiled HH vaccination coverage and missed children's data to UCO and DHCSO for onward submission to the data support centres on daily basis during campaign (7th days) and weekly post campaign.
- Brief and share the HH level missed children's data with UCMO for inclusion in the micro plan for the next Campaign.
- Provide on job training on IPC, Data collection/compilation on agreed formats/tools.
- Cross verifies data (30%) of CHWs logbooks through desk & field reviews.
- Data analysis to review trends of children vaccinated and missed of HRM population groups.
- Highlight unusual movement patterns of HRM population groups.
- Brief MO on the RI status of the HHs and share the list of defaulters for RI outreach.

- Any other task assigned by UCO & DHCSO .

Human Development Organization

**Sep 20th,2016 -
Sep 30th 2017**

Field supervisor

- Provide assistance in executing the transitional shelter project at the field level.
- Conduct a thorough damage assessment in the designated area.
- The field supervisor shall oversee and guide the team working under their supervision.
- The field supervisor must ensure active community involvement and project ownership.
- The field supervisor will facilitate the weekly meetings of the Volunteers Group and participate from the organization's perspective.
- The field supervisor will identify any issues that may affect the project's implementation and proactively communicate with the community for support, with guidance from the Project Coordinator and CEO.
- Assist in the planning of shelter kit and cash distribution.
- Collect and disseminate information between communities, the organization's project staff, and stakeholders.
- Regularly report the project's progress to the Project Coordinator.
- Perform other functional roles related to the project as directed and guided by the Project Coordinator and CEO.
- Fulfill any additional assignments assigned by the Project Coordinator and CEO.

Wadi Shawal Textile and Tailoring

27th April 2024

Accountant

1.Financial Reporting:

Preparing and analyzing financial statements, ensuring compliance, and generating reports for management.

2. Budgeting and Forecasting:

Developing and managing budgets, and providing financial forecasts.

3.Bookkeeping:

Maintaining accurate transaction records and reconciling accounts.

4. Payroll Management:

Overseeing payroll processes and handling employee financial benefits.

5. Tax Compliance:

Ensuring compliance with tax regulations, preparing and filing tax returns, and managing audits.

6. Cost Analysis:

Monitoring expenditures, suggesting cost-saving measures, and improving profitability.

7.Internal Controls:

Implementing internal controls and conducting audits to ensure financial integrity.

8. Inventory Management:

Overseeing financial aspects of inventory management.

9.Vendor and Client Relations:

Managing financial transactions, ensuring timely payments and collections.

10.Financial Strategy:

Assisting in developing strategies and providing insights for decision-making.

11.Software Proficiency:

Utilizing accounting software and staying updated with financial tools.

12.Regulatory Compliance:

Staying informed about financial regulations and implementing necessary changes.

13.Team Collaboration:

Working with other departments and providing financial training to non-financial staff.

ACHIEVEMENTS & AWARDS

✓ i. An Appreciation Certificate has been awarded to me in recognition of my outstanding performance for the Polio Eradication Initiative (PEI) by the honourable Deputy Commissioner (DC) and District Health Officer (DHO) Bannu.

ii. I have also been presented with an appreciation certificate for my valuable services and contributions towards the Pakistan Polio Programme/CHIP Training and Consulting (CTC) Pvt-Ltd.

iii. An Appreciation Certificate has been received from Awal Telecom Pvt-Ltd for my exemplary performance.

iv. Received a formal appreciation certificate from SRES Private Limited as a Manager Logistics and SAQ for my outstanding performance in efficiently managing logistical operations and acquiring sites with utmost professionalism, diligence, and accuracy.