ASIFULLAH KHAN

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Date of Birth**: 24th October 1972**  
NIC **71201- 2470031-5**

Qualification MSc Economics

Present Status Government Servant (Deputy Secretary BS-18), GB Government

Present Posting Deputy Director Excise and Taxation Gilgit Baltistan  
Contact Cell: **0312-9706444**, Office: **05811-920990** Res: **05811- 450602**  
             email: [dy.s\_home@yahoo.com](mailto:dy.s_home@yahoo.com) , [sokhtun@gmail.com](mailto:sokhtun@gmail.com)

* **PROFESSIONAL OBJECTIVE**

Seeking leadership position as Manager of Administration or Director of Personnel in social sector at a growth-oriented organization, which will allow me to both further utilize my skills and acquire new abilities.

* **SUMMARY**

More than 10 years of successful professional experience of office administration, managing wings, sections and attached departments independently, providing office leadership, administrative and clerical support, including handling confidential information across several sectors. Capable leader, able to enhance efficiency and raise productivity.

* **CAREER HISTORY**

**EXCISE AND TAXATION DEPARTMENT GILGIT-BALTISTAN (2008- Present)**

**Deputy Director Excise and Taxation GB**

Established Excise and Taxation Department in Gilgit-Baltistan and leaded the department from the front as head of the department.

**ZAKAT AND USHR DEPARTMENT GILGIT BALTISTAN (July 2010- Present)**

**Administrator Zakat and Ushr GB (Additional Charge)**

Looking after the Zakat and Ushr Administration as head of the Zakat department

**FINANCE AND REVENUE DEPARTMENT GILGIT-BALTISTAN (Sept 2008- June 2009)**

**Deputy Secretary Audit and Accounts (Additional Charge)**

Headed Audit and Accounts Sections for about a year in addition to my own duties.

**DEPARTMENT OF HOME GILGIT-BALTISTAN (May 2006- Sept 2008)**

**Deputy Secretary Home**

Promoted as Deputy Secretary (BS-18) and posted as DS Home

**CHIEF SECRETARY OFFICE GILGIT BALTISTAN (Oct 2005- May 2006)**

**Staff Officer to the Chief Secretary GB**

Leaded Chief Secretary Office staff as Staff Officer to the Chief Secretary.

**NORTHERN AREAS SECRETARIAT (Jan 2003– Oct 2005)**

**Section Officer**

Qualified competitive examinations conducted by the FPSC and joined the Giglit-Baltistan Government as OMS Officer. Served as Section Officer in Cabinet Wing, NALC Secretariat and Health Department.

**AIRPORT SECURITY FORCE, MINISTRY OF DEFENCE**

**Inspector Airport Security Force                        (2001 –2002**)

* Qualified competitive exam conducted by the FPSC and joined ASF in April 2002.
* Sector Incharge Jinnah International Airport Karachi- Nov 2002-Jan 2003
* **TRAININGS AND COURSES**
* Pre-service Training Course,**Provincial Services Academy Peshawar** **(May 2003 to September 2003**)
* Certificate in Decision making and Problem Solving from Rausing Executive Development Center, **LUMS,** Lahore.**( October 2003)**
* Training Course in Disaster Management from**South Asian Disaster Management Center, Dhaka, Bangladesh( June 2006)**
* Certificate in Tourism Development **PARD** Peshawar  **(2006)**
* Certificate in MS Office from **Secretariat Training Institute** Islamabad. **(2004)**
* Computer Certificate **Training and Development Institute, Finance Department Gilgit. (2006)**
* Basic Training Course from **ASF Training School, Karachi (2002)**
* **SPECIAL TASKSACHIEVED DURING SERVICE CAREER**

**EstablishedNorthern Areas Disaster Management Authority**

* After promulgation of National Disaster Management Ordinance 2006 and its further extension to Northern Areas I was sent abroad for special training. On my return I was assigned, as Deputy Secretary Home, the task to establish Northern Area Disaster Management Authority and District Disaster Management Authorities. Besides coordinating emergency relief operations in the entire Northern Areas, my main job was to develop legal, institutional and infrastructural formalities for the establishment of Northern Areas Disaster Management Authority in coordination with UNDP Islamabad.
* Rule of Business of Northern Areas Disaster Management Authority, rules for establishment and operation of Northern Areas Disaster Management Fund, terms of Reference for recruitments, Northern Areas Disaster Risk Management Plan, Standard Operating Procedures were drafted during this period. PC1 for establishment of Northern Areas Disaster Management Authority (NADMA) and District Disaster Management Authorities (DDMAs) was also prepared and got approved from relevant forum.
* NADMA was established and I worked as Deputy Director General NADMA in addition to my own duties under the Relief Commissioner GB.

**EstablishedExcise and Taxation Department Gilgit-Baltistan**

* In September 2008, I was assigned the task to establish Excise and Taxation Department in Gilgit Baltistan. After formulation of its initial road map, I got 22 new post sanctioned for the Department from Finance Division Islamabad. Prepared Recruitment Rules, Job Description and main regulations. Conducted test interviews and appointed six Excise and Taxation Officers, established district offices. Got approved another 78 posts for the department, conducted test interviews and filled the positions on fair and transparent manner.
* Proposed and obtained approval to establish IT Section for computerization of the department’s affairs. Meanwhile, I introduced new security featured Motor Vehicle Registration Machine readable documents. After studying the system in vogue in E&T Department Sindh, AJ&K and NWFP, I proposed and got approved a scheme to develop a software to get the entire record of Motor Vehicle Registration atomized at much lesser cost.
* Prepared feasibility reports which led to check the possibility of developing such a massive system. Finally having limited budget and resources I managed to deployed a full fledge Motor Transport Management Information System (MTMIS) for newly established Excise & Taxation GB in order to improve efficiency and enhance performance according to the same patterns of MVRS system deployed in Excise & Taxation departments of NWFP, PUNJAB and AJK. The said system provides Web support for general public to verify vehicle particulars and ownership using domain [www.gbexcise.gov.pk](http://www.gbexcise.gov.pk) on net.
* Create new ideas and programs that are needed in the enhancement of information System by monitoring different jobs that runs in MTMIS Database on daily and weekly basis.
* With meager resources the GB Excise and Taxation Department became 1st in GB and 2nd in Pakistan to introduce this high tech system.

**Inquiry in Zakat and Ushr**

* Conducted an inquiry, as Administrator Zakat and Ushr, GB to charge Rs. 7.00 million embezzlement case against Chairmen Zakat Astore and Diamer.
* Received commendation from the Chief Secretary GB.
* **GENERAL EXPERIENCE OBTAINED**
* Acquired ample experience in establishment and running of departments. Conducted tests and Interviews andrecruited 98 staff in Excise and Taxation Department as head of the Department.
* Prepared budget, regulated expenditures, conducted reconciliations and internal audit of accounts.
* Attended inter- departmental, inter-provincial meetings, conferences and seminars as head of the department from 2008-11
* Prepared working papers for various DPCs and DSCs. Examined and prepared briefings for high ups on various cases relating to services, social and other matters.
* During my service in the Home Department I prepared reports, briefings and Power Point presentations on diverse issues. It was my personal responsibility to prepare briefing and Power Point presentation to visiting in land and foreign delegates. On various occasion, I received delegation and briefed about the Gilgit-Baltistan and its administrations.
* Prepared agenda points, working papers etc for law and order meetings and remained among the permanent members of the Joint Task Force (JTF) on Chinese security for three years.
* Prepared Special briefings, working papers and Power Point presentations on Diamar Basha Dam, Sost Dry Port Trade and Shandoor Boundary issue for Inter Provincial Coordination Committee.
* Prepared working papers for public Accounts Committee held on 19, Feb. 2009.
* As Section Officer Health, I collected services, related record of all the employees of the NA Health Department and Developed a Computerized Data Bank without any financial involvement. This Data Bank was later used to develop posting transfer and training /Deputation Policies for the Doctors of Health Department NA.
* **ACADEMIC QUALIFICATION**
* Masters in Economics from International Islamic University Islamabad
* BSc (Hons) Economics from International Institute of Islamic Economics, IIU, Islamabad.

**REFERENCES**

* Mr. Qamar Zaman Chaudhry

Federal Secretary

Ministry of Interior, Islamabad.

* Mr. Muhammad Ayub Siddiqui

Professor, International Institute of Islamic Economics,

IIU, Islamabad.