

Farhan Khan

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CAREER OBJECTIVE:

Highly experienced and motivated administration specialist with extensive experience working in education setting. Looking for a stimulating role where I can apply my enthusiasm, professionalism and thorough approach to support an academic team.

Key Skills and Abilities

Excellent time management skills

Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritized and completed in a timely and accurate manner.

Ability to work under pressure

Highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

EDUCATIONAL ATTAINMENTS:

M.A (GENDER STUDIES)

UNIVERSITY OF PESHAWAR PAKISTAN

B.A (SOCIOLOGY/JOURNALISM)

ISLAMIA COLLEGE PESHAWAR KPK PAKISTAN

H.S.S.C (STATISTICS/ECONOMICS)

ISLAMIA COLLEGE PESHAWAR KPK PAKISTAN

S.S.C (MARDAN BOARD)

TAMEER-E-SERAT PUBLIC SCHOOL (SWABI) KPK.

PERSONAL STATEMENT:

Date of birth: 30-11-1988
Nationality: Pakistani
Passport No: MZ 4128382
Marital status: Married

OTHERS

Driving Licence: Holding Pakistani Driving License

EMPLOYMENT HISTORY

OFFICE COORDINATOR AT MINISTRY OF EDUCATION ISLAMABAD

Key Responsibilities

- Maintain financial matters of staff & office. i.e. cash book, AC bills & Payroll etc.
- Preparation of the Annual Budget and conduct meetings with the finance department for approval.
- Maintain Information Management System (SMIS) online software.

- Online entries in GSP (Girls Stipend Program).
- Online enrolment in BISE Mardan Portal.
- Focal person of Pakistan Citizen Portal (PCP) an online compliant app.

OTHER SKILLS

- MS Word, MS Excel, MS PowerPoint Email and Internet
- Graphic Designing (Illustrator Software)
- HTML, CSS & Javascript
- Graphic Development (Front-end with NextJs & tailwind)
- Github, Vercel & Firebase
- Excellent Typing Speed, 35-40 wpm

Skills Summary

With excellent verbal and written communication skills, my ability to work effectively under pressure and meet tight deadlines sees me thrive in challenging positions.

Languages:

Name	Proficiency
Urdu	(Expert)
English	(Expert)