

**Personal Information**

**Name: - Falaknaz**

**Father’s Name: Ghani Muhammad**

**Date of birth: 01/04/1990**

**Domicile: KARAK (KPK)**

**Current Address: Peshawar hayatabad phase 3 street No 5 Abbasin Market**

**Marital status: Married**

**CNIC: 14203-1120960-9**

**Cell: 0346-7855571, 03191961450**

 **E-Mail:** **falaknaz125@hotmail.com****falaknazktk32@gmail.com**

## Career Objective ▼

I am a young energetic individual, bearing a strong academic and professional background in the field of Management Sciences and Computer Science, with abilities to adapt and grow according to demands, and seek for a challenging job which enables me to gain valuable experience and professional skills in an organization which provides a competitive, learning and developing atmosphere

## Educational Qualification ▼

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| Degree | Year | Discipline | Division/%age | Institution/Board |
| MBA (Finance) | 2013 | Finance | 1stDivison | Qurtaba University |
| Diploma (DIT) | 2023 | DIT | 1stDivison | Hi-Tech |

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| **Working Experience** ▼ |

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|  **Communication Officer (1 year )**▼ **Prime Foundation Pakistan(MCCP2) Lakki marwat** |

* Support the design, implementation and monitoring of project communications strategy.
* Coordinate and solve the staff internal and external problems.
* Submit weekly and monthly session reports to the head office
* Assist program team and developed the role project of campaigns.
* Train relevant field partner on staff on bases internal and external communication needs of projects.
* Any other task assign by the supervisor.

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|  **Community Mobilizer (6 Months)▼ Prime Foundation Pakistan(MCHN) District Tank** |

* To conduct programmed awareness community meetings at the beginning of the project in targeted communities.
* To organize community public meetings and facilitate the select villages and relief committee for coming compains.
* To develop daily updates and weekly reports on community mobilization activities.
* To ensure community mobilization by mapping and picturing in the location operates in.
* To create a mutual trust between the project and the community.
* To conduct the outreach activities of the project.

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|  **Social Organizer (6 Months) ▼ Al-Khedmat welfare Organization (Karak)** |

* To identify and select potential villages and analyze their needs through PRA.
* To analyze scope for ADWO intervention.
* To facilitate village development planning process with community.
* To arrange and conduct trainings based on their needs.
* To ensure community mobilization by mapping and picturing in the location operates in.

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|  **Accountant (4 Years) ▼Labbiak travel & Tours (Dera Ismail khan)** |

* To maintain daily sale report, invoices & Refunds.
* To maintain manual work Financial Transactions Daily. (Account Ledger, Cash Book,

 Bank Book, Trial Balance).

* To maintain of Financial affairs (Maintaining Receivable & Payable Account)

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|  **Join Audit Firm (3 Months) ▼** |
|  **Conducting Training and Survey 1 Week▼** |

* Conducting1 Week Training and Survey to identify current education ratio in different UC’s in D.i.khan.

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|  **Survey Teamleader (1 Year)** |

 ⮚Arrange and divide the different UCs clusters among staff for refilling survey form

 ⮚Assist program team and development role out project of campaigns

 ⮚Any other task assign by the supervisor.

 ⮚Team Coordination during Campain and on Field during Sessions.

 ⮚Submation of Campain Reports and Sessions Reports Finally.

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| **As a Teacher ▼** |

 ⮚ Khawari foundation School & College For (karak) for **General Subjects**

 ⮚ Brain Science & College (Karak) for **General Subjects**

 ⮚ New Iqra Janat-ul-Atfal School & college (Karak) **As a vice Principal**

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|  **Skills** |

 ⮚ Planning and Organizational skills.

 ⮚ Ability to work effectively under pressure

 ⮚ Ability to multiple tasks.

 ⮚ Sense of humor and positive attitude

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| **Languages** ▼ |

 English Urdu Pashto Sariki

**References**

* **Ahmad Ali Nuoman (Mob#: 03401957029)**

Program Officer (Prime Foundation)

* **Dr. Adil (Mob#: 03448251254)**

District Coordinator (Prime Foundation)

* **Inayat Ullah (Mob#:03005901027)**

Finance Manager

Labbaik Travel & Tours (D.I.Khan)

* **Jamal Abul Nasir** **(Mobile#: 03215285870)**

Charted Accounted Islamabad