



### **Rana Qais Khan**

**Objective:** - To join a dynamic and progressive organization offering ample opportunity for diversified Experience, Enhancement of professional skills and career growth.

#### **Current/Postal Address: -**

**Address:** - Village Chargulli, Tehsil and District Mardan, Khyber Pakhtunkhwa Pakistan.

**E mail:** - [ranaqaishkhan054@gmail.com](mailto:ranaqaishkhan054@gmail.com)

**Cell:** - 00923443222602

#### **Personal Particulars: -**

<b>Date of Birth:</b>	04-Mar-1997	<b>Age:</b>	27 years
<b>Gender:</b>	Male	<b>Nationality:</b>	Pakistani
<b>CNIC:</b>	16101-8276764-5	<b>Marital Status:</b>	Married

#### **Educational Background: -**

Degree	Session	Obt/Marks CGPA	Board/University
SSC	2013	732/1050	BISE Mardan
HSSC	2015	655/1100	BISE Mardan
BBA (Marketing)	2019	2.65/4.00	AWKUM
DIT	2022	937/1400	GTVG Gujarat

#### **Preferences: -**

<b>Willing to Travel:</b>	Yes
<b>Willing to Relocate:</b>	Yes
<b>Possess Own Transport:</b>	No
<b>Expected Monthly Salary:</b>	Acceptable
<b>Availability:</b>	Within 30 days after selection
<b>Spoken Language:</b>	Pashto
<b>Other Languages:</b>	Urdu, English
<b>Computer Skill's:</b>	DIT
<b>Other skill:</b>	Valid driving license

### **Miscellaneous / Work Experience: -**

- **Working in Eagles Construction Company as Officer PMO from 01 December 2021 to till date.**
  - Oversee the development of the project and ensure that team members are carrying out their task efficiently.
  - Draft new and improving existing project management office policies and procedures.
  - Define project guidelines and standard to ensure that project run smoothly adhere to quality standards and meet deadlines.
  - Define the project criteria, select project that align with business goals and advise management on increasing ROI.
  - Enable optimal utilization of resources, help a business achieve strategic objectives and protect it against market volatility.
  
- **Personal development & Learning skills**
  - The ability and motivation to develop knowledge and skills considering expanding job responsibilities.
  - Able to manage and achieve multi tasks.
  
- **Personal Interest**
  - Reading books, social work and exploring natural beauty.
  
- **Reference**
  - Available on Request