



Rooh Ul Amin Khan

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Wants Position Like

- Project Coordinators / Managers
- District Coordinators
- Training Officers / Managers
- Education Officers / Managers
- Education Projects
- Project Management
- M & E

Skills Have Like

- Capacity development
- Project managment
- Events management
- Liaison and coordination
- Reports writing and documentation
- Planning
- M & E

Preferred occupation

NGOs Non Profit Social Services Development S
Other jobs

Preferred work location

Swat
North West Frontier Province

Manshera
North West Frontier Province

Malakand
North West Frontier Province

Mingaora
North West Frontier Province

Shangla
North West Frontier Province

Contact and general information about me

Day of birth	1985-03-15 (39 years old)
Gender	Male
Residential location	Mardan North West Frontier Province
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.07 iki 2016.10
Company name	International Rescue Committee (IRC) USAID-Pakistan Reading Project
You were working at:	Other jobs
Occupation	Non Governmental Organisations
What you did at this job position?	- Ensure coordination with the relevant Education Department ASDEOs, Mentors, TIG Facilitators and PRP District team in accomplishing project targets. - Prepare TIG Meetings and Language Survey Plan as per the target. - Filing and record management of the planned activities as per SOPs. - Facilitation in managing administrative, financial and logistic related support at district level - Project work, work effort and individual time management.
Working period	nuo 2014.01 iki 2014.12
Company name	Right To Play (INGO)
You were working at:	Other jobs
Occupation	Non Governmental Organisations
What you did at this job position?	- Coordination and liaison with stakeholders - Endorsement official letters and coordination with education department - Regular monitoring and support to project activities - Supervision of office and filed activities - Reporting and corresponding's on mails - Arrange meetings, trainings and workshops - Sharing monthly reports with stakeholders - Participate in meetings and conferences - File maintenance and record keeping - Performed administrative, financials matters

Working period **nuo 2009.01 iki 2013.12**

Company name Right To Play (INGO)

You were working at: Other jobs

Occupation Non Governmental Organisations

What you did at this job position? - Plan and deliver Right To Play programs resources to children's. - Arranged, conduct and Delivered workshops, trainings for teachers, communities, government officials, communities, youth, - Work with PTC - Plan and organized different events - Arranged positive activities in communities for youth - Produce narrative monthly reports. - Supervision and Support of field staff in activities implementations - Communication and Information sharing - Assistance in Proposal writing - Create and maintain comprehensive project documentation, plans and reports - Regular supportive visits - Coordination with education department

Working period **nuo 2008.10 iki 2008.12**

Company name Medicines Sans Frontiers (MSF) (INGO)

You were working at: Other jobs

Occupation Non Governmental Organisations

What you did at this job position? - Arranging sessions for the affected clients about various preventive measures, especially in the conflicts situations. - Preparation of monthly work plans both qualitative and quantities - Follow-up of the activities carried out; - Attending weekly meetings of MSF Mental Health Team with the supervisor of the Mental Program at Dargai - based. - Help the war effected peoples in the district through counseling, - Mentally preparing the clients/affected to able to face the reality of the current situation, especially armed conflicts; - Making linkages of the client with MSF-B

Working period **nuo 2008.03 iki 2008.05**

Company name Government Post Graduate College Mardan

You were working at: Teachers

Occupation Education

What you did at this job position? - Teaching - Administration - Co -curricular activities in the colleges

Education

Educational period **nuo 2005.11 iki 2007.08**

Degree Masters

Educational institution University Of Peshawar

Educational qualification M.A Sociology

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	good	fluent

Computer knowledge

- MS Office
- Internet
- MS Window

Conferences, seminars

- Mental health and Psyche-Social Support
- Sports for development
- Youth as a Leader
- Gender and Development
- Child Protection
- Social Mobilisation
- Participatory Reflection & Action
- Monitoring & Evaluation HASHOO Foundation
- Conducted baseline sports for development project Mardan
- Mid -Term Evaluation Sports for Development Project
- Understanding reading component and practising teaching skills

Recommendations

Contact person	- Mental health and Psyche-Social Support - Sports for development - Youth as a Leader - Gender and Development - Child Protection - Social Mobilisation - Participatory Reflection & Action - Monitoring & Evaluation HASHOO Foundation - Conducted base
Occupation	- Mental health and Psyche-Social Support - Sports for development - Youth as a Leader - Gender and Development - Child Protection - Social Mobilisation - Participatory Reflection & Action - Monitoring & Evaluation HASHOO Foundation - Conducted base
Company	- Mental health and Psyche-Social Support - Sports for development - Youth as a Leader - Gender and Development - Child Protection - Social Mobilisation - Participatory Reflection & Action - Monitoring & Evaluation HASHOO Foundation - Conducted base
Telephone number	92 336 7112595
Email address	rooh.rtp@gmail.com

Additional information

Your hobbies	<ul style="list-style-type: none"> - Reading books and newspapers - Sports - TV - Writing - Music - Tourism - Poetry
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Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2013-04-00 (11 years)
Salary you wish	60000-80000 PKR per month
How much do you earn now	60000 PKR per month