CURRICULAM VITAE

PERSONAL INFO:

Name:	**MR. IFTIKHAR ALAM KHAN**
Father Name:	Sikandar Roos Khan
N.I.C No:	15501-5538244-3
Date of Birth:	30-09-1982
Domicile:	Shangla (KPK)
Marital Status:	Married
Languages Known:	Pashtu/Urdu/English
Nationality:	Pakistani
Permanent Address:	Shangla House, Damorai District Shangla Khyber Pakhtunkhwa Pakistan
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OBJECTIVE*:*

Seeking a challenging position in a reputable organization to utilize my administrative and academic experience, and contribute effectively to organizational growth and success.

EDUCATION:

i.	MA- Gender Studies University of Peshawar	2nd Division	Session 2006-2008
ii.	MA-Journalism and Mass Communication University of Swat	3.83CGPA	Session 2019-2021
iii.	M.Phil. Journalism & Mass Communication University Swat	3.8CGPA	Session 2024-2026

RESEARCH:

- Social Media's Effects on the Political Views and Preferences of Students of Higher Education Institutions in Swat (M.Phil. Journalism & Mass Communication)
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- Promotion of Tourism in Swat Through Print Media (Master, Journalism & Mass Communication)
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- Gender Disparity in Health Facilities (A Case Study of District Shangla) (Master, Gender Studies)

KEY STRENGTHS:

- Administrative skills
- Leadership skills
- Problem solving Skills
- Decision making skills
- Project management skills
- Transport/ procurement management
- Coordination/Interpersonal communication
- Teamwork
- Time management
- Active listening & Creativity

WORK EXPERIENCES:

1: **Current Position:**

Have held the following administrative positions at University of Swat on contract/regular basis to date:

(i) ASSISTANT WARDEN BPS-16 (Regular Basis)
From 24-06-2026 till date
(Transferred to work as Assistant Director Liaison (BPS-17) at ORIC

(ii) ASSISTANT WARDEN BPS-16 (Regular Basis)
Till 23-06-2026
(Posted to work as OA-BPS 16 at Office of Research Innovation & Commercialization (ORIC) to support Director ORIC in research management and administrative work of ORIC)

(iii) OFFICE ASSISTANT BPS-16 (Contract Basis)
PERIOD:
from **02-07-2019 to 21-04-2022 (at Office of Research Innovation & Commercialization-ORIC)**
from **19-11-2018 to 30-06-2019**
from **18-06-2012 to 17-12-2012**
from **15-12-2011 to 14-06-2012**

(iv) ADMINISTRATIVE ASSISTANT BPS-16
(at Office of Research Innovation & Commercialization-ORIC)
PERIOD: from 20-03-2019 to 13-05-2019

(v) STORE OFFICER BPS-16 (at Procurement & Finance Section)
PERIOD: from **01-06-2015 to 18-11-2018**

(vi) SENIOR CLERK BPS-14 (Department of Economics & Dev. Studies)
PERIOD: from **18-06-2013 to19-12-2014**

(vii) TRANSPORT SUPERVISOR BPS-17 (Administrative Office)
PERIOD: from **14-06-2011 to 13-12-2011**
from **19-12-2012 to 18-06-2013**

2: **PROJECT COORDINATOR**
ORGANIZATION: NIDA-Pakistan for the Disability Awareness Project funded by "Common Wealth UK" for Shangla & Swat
PERIOD: from September 01, 2010 to April 30,2011.

3: **CBR/ACCOUNTS OFFICER EQUAVALENT TO BPS-17**

ORGANIZATION: (MRDEA-Medical Rehabilitation of Disables in Earth Quake Area) Earthquake Reconstruction & Rehabilitation Authority (ERRA), Govt of Pakistan.

PERIOD from 22nd Nov 2008 to May 30,2010.

*TRAININGS/*SEMINARS*/WORKSHOPS/ /EVENTS/PROJECTS*

- Facilitated Seven Days Training Program on Building Climate-Resilient Agriculture:Remote Sensing for Sustainable Water management and Drought Monitoring in the capacity of Organizer held on July 27 to August 02,2026.

- Facilitated National Incubation Centre at University of Swat funded by PITB/KPITB as Point of Contact for the stated project from July 2021 to June 2024.

- Facilitated "BioCon2023- National Conference on Recent Trends in Biosciences" in the capacity of organizer from June 21-23,2023 at University of Swat.

- Facilitated one day training workshop on "Hunting Research Grants" for faculty members at Committee Room, University of Swat on June 26,2023 organized by ORIC, University of Swat.

- ***Participated as Judge for the induction of startups launchpad organized by PITB at University of Swat.***

- Participated in 3days on campus training on ***"Financial Management & Customer Services in Public Sector Universities" from January 31 to February 02,2018 at University of Swat funded by Higher Education Commission (HEC)Islamabad.***

- Participated in 3days Training Workshop on ***"Public Procurement" from May 15-17, 2017 at Margala Hotel, Islamabad organized by Higher Education Commission (HEC) Islamabad.***

- Participated in 3days on Campus Training on ***"Good Governance" from April 11 -13, 2017 at University of Swat funded by Higher Education Commission (HEC), Islamabad.***

- Participated in 3days on Campus Training on **"Finance & Audit**" from February 22nd-24th, 2017 at University of Swat funded by Higher Education Commission (HEC), Islamabad**.**

- Participated in 3 Days on campus training on ***"Managerial & Administrative Skills" from September 27 to 29,2017 at University of Swat funded by Higher Education Commission (HEC)Islamabad.***

- Participated in 5days workshop on ***"Strategic Time Management" from November 24th-28th, 2017 organized by Department of Social & gender Studies, University of Swat.***

- Participated in 6 days training on **"*Disaster Management" with ERRA and District Disaster Management Shangla from 30th Nov to 5th December 2010.***

- Team Leader from SDPI, Islamabad for the ***"Process Review of BKPAP (SRSP)" at district Dir (U) from 9th December to 17th December 2010.***

- Participated in One Day Training ***(November 01, 2010) on "Education in Emergency" organized by HI/STEP in collaboration of UNICEF at Continental Guest House Peshawar.***

- Facilitated One Month training on ***"Community Based Rehabilitation and on its Five Components (Health, Education, Livelihood, Social integration, Empowerment) Course-I" from 16th December to 14th Jan, 2009 organized by (MRDEA) ERRA and PPAF in Islamabad.***

- Facilitated One Month Training on **"*Community Based Rehabilitation and on its Five Components (Health, Education, Livelihood, Social integration, Empowerment) Course-II" from 14th March to 12th April,2010 in Abotabad organized by MRDEA –ERRA in collaboration with PPAF.***

LETTER OF APPRECIATION/AWARD

- ✓ Letter of Appreciation received from Vice Chancellor, UoS for the efforts specially establishment liaison and signing various MoU with National & International organization.
- ✓ Letter of Appreciation received from Vice Chancellor, UoS for valuable contribution /services in training on "Social Entrepreneurship" held at UoS under SOLF/UNDP funded project.
- ✓ Letter of Appreciation received Director ORIC, UoS and Manager, Program Coordination of PPAF for valuable contribution /services in the project of "Youth Communicators for Development" under the PPAF funded project 2020-2021.
- ✓ Letter of Appreciation received from Vice Chancellor, UoS for valuable contribution /services in the project "Skill for All" under Hunarmand Pakistan Program" executed at UoS funded by NAVTTC.
- ✓ Letter of Appreciation received from Vice Chancellor, UoS for valuable services in establishment of National Incubation Centre (NIC) at UoS funded by PITB.
- ✓ Letter of Appreciation received from Vice Chancellor, UoS for Research Promotion at University of Swat.
- ✓ Letter of Appreciation received from Vice Chancellor, UoS for valuable contribution in the capacity building of staff and students of UoS under the project "Mental Health" sponsored by Sehat Kahani/HEC.

REFERENCES

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