

KHALIL AHMAD KHAN
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PAKISTAN

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CAREER OBJECTIVES

To associate with a leading and growing higher education institution and to apply my talent and skills acquired during my tenure in information systems management, project management, human resource development and office management in a productive and resourceful manner, and to be part of the team that dynamically works towards the academic growth and excellence.

EDUCATION

National University of Modern Languages, Islamabad (2016-2024)

PhD in Management Sciences - Specialization: HRM

Major studies include Doctoral Seminar in Research Methods, Advanced Quantitative Research Techniques, Philosophy of Management, Creating an Effective Organization, Advance Human Resource Development, and Advanced Leadership and Learning Organization.

University of Engineering & Technology, Taxila (2012-16)

Master of Science in Management Sciences (MS) - Specialization: HRM

Major studies include Advanced Research Methods, Econometrics, Strategic Human Resource Planning, Performance Management Systems, Human Resource Development, Corporate Governance, Business Process Reengineering, and Knowledge Management.

Virtual University of Pakistan, Lahore (2006-09)

Master of Business Administration (MBA) Specialization: Management

Major studies include Principals of Management, Human Resource Management, Leadership & Team Management, Organizational Behavior, Change Management, Production/Operations Management, Strategic Management, Entrepreneurship, Total Quality Management, Knowledge Management, Information Systems, and Research Methods.

Quaid-i-Azam University, Islamabad (1979-82)

M.Sc. Computer Sciences

Major studies include Programming Languages, Systems Analysis and Design, Operating Systems, Numerical Analysis, Data Structures, and Operations Research.

University of the Punjab, Lahore (1972-74)

B.Sc. in Mathematics and Physics. Graduated from Government College, Sheikhpura.

PROFESSIONAL AFFILIATION

Member, British Computer Society, United Kingdom.

MANAGERIAL TRAINING

- ❑ *Corporate Social Responsibility Sustainability Reporting* conducted by CSRCP. (2011)
- ❑ *IMS Awareness & Implementation* from Fauji Fertilizer Company Limited. (2010)
- ❑ *Out-of-Box Thinking* conducted by Navitus. (2007)
- ❑ *Influencing Skills* conducted by Navitus. (2007)
- ❑ *FFC Budget System* from Fauji Fertilizer Company Limited. (2006)
- ❑ *Professional Empowerment* conducted by Navitus. (2006)
- ❑ *Management by Objectives* from Pakistan Institute of Management. (2004)
- ❑ *Health and Safety Risks Assessment (OHSAS-18001)* from Fauji Fertilizer Company Limited. (1999)
- ❑ *How to conduct an Inquiry* from Fauji Fertilizer Company Limited. (1999)
- ❑ *Finance & Accounting for Non-Financial Executives* from Fauji Fertilizer Company Limited. (1998)
- ❑ *Basic Management & Human Relations* from Fauji Fertilizer Company Limited. (1997)
- ❑ *Managing Stress Course* from Fauji Fertilizer Company Limited. (1996)
- ❑ *ISO 9000 Quality Management System* conducted by Pakistan Institute of Quality Control. (1995)

- ❑ *Development Course for Managers* from Pakistan Institute of Management. (1994)
- ❑ *Motivation Course* from Fauji Fertilizer Company Limited. (1994)
- ❑ *Time Management* from Fauji Fertilizer Company Limited. (1993)
- ❑ *How to conduct Performance Appraisals* from Fauji Fertilizer Company Limited. (1992)
- ❑ *How to conduct an Effective Presentation* from Fauji Fertilizer Company Limited. (1991)
- ❑ *Team Work: Getting people to work together* from Pakistan Institute of Management. (1990)
- ❑ *General Management Course for Middle Level Manage* conducted by DSM-Stamicarbon. (1988)
- ❑ *Introductory Management Techniques* from Fauji Fertilizer Company Limited. (1986)

COMPUTER SOFTWARE SKILLS

IBM SPSS Statistics, IHS EViews and GNU PSPP for statistical and econometric analysis
 SAP Enterprise Portal (EP), SAP EP Knowledge Management (KM), SAP EP Universal Work List (UWL)
 SAP Employee Self-Service (ESS) and SAP Manager Self-Service (MSS)
 ORACLE 9i DBMS and IDS 6i, ORACLE 8i and Developer/2000, ER/1 Data Modeling Tool
 OpenText Alchemy (formerly Captaris Alchemy) and e-DoX Document Management Solutions
 Microsoft Office 2010, 2007, 2003/97, XP, 2000, xBase/Clipper, Lotus and HTPM
 Microsoft Windows 7, Vista, XP, Server 2008, 2003, 2000, NT, 98 and DOS Operating Systems

EXPERIENCE

Fauji Fertilizer Company Limited, Goth Machhi/Rawalpindi, Pakistan

Manager Information Systems/IT Manager (08JUL03 - 25AUG13, in progression from Unit Manager)

Responsibilities included team leadership, supervision, guidance and training & development of information systems professionals, system & network administrators and computer operators for functional efficiency; management of information systems development life cycle; assessment, selection and deployment for organizational requirements; preparation, execution and control of operational budget and capital expense projects; document control and management; developing manuals, briefing papers, reports and presentations; and leading a team of up to 20 management and staff members. Also involved with employees' recruitment, dealing with candidates' responses, sourcing potential candidates and arranging and conducting hiring interview.

- ❑ Lead Information Systems Division for awareness, documentation, training, implementation and compliance of Integrated Management Systems (IMS) Certification Project conforming to the requirements of ISO 9001 Quality Management System (QMS), ISO 14001 Environmental Management system (EMS), BS OHSAS 18001 Occupational Health and Safety Management System (OHSMS).
- ❑ Managed Document Archival Project (eDoX and Alchemy document management solutions) for company-wide document archiving, imaging, searching, accessing and controlling different document formats into a single searchable repository.
- ❑ Provided team leadership in development, deployment and implementation of SAP Help Desk, Guest House Management System and Business Process Integration solutions.
- ❑ Designed and conducted training & development courses on Quality Management, Project Management, Office Automation, Computer System Fundamentals and Programming Languages for middle and junior management and staff employees.

Senior Staff Systems Analyst (15APR86 - 07JUL03, in progression from Systems Analyst)

- ❑ Provided team leadership for successful redevelopment of Management Information System (MIS) Applications in Oracle Rapid Application Development & Deployment environment.
- ❑ Lead Y2K Compliance Project for MIS Applications. Visualized solutions and methods, provided guidance, supervised and monitored project team in timely compliance.
- ❑ Worked as Area Coordinator for ISO 9000 Quality Management System Certification Project and lead IT Unit for documentation, implementation and compliance.
- ❑ Designed, developed and implemented Human Resource Information System (HRIS) covering Personnel Administration, Leave and Attendance and Training Need Assessment & Records.
- ❑ Designed, developed and implemented Direct Charge Materials Purchase Monitoring System for Materials Unit and Finance Department. The system keeps track of all activities of Purchase Requisitions handling by Materials Unit, ordering by Procurement Department and follow-up, receipts, inspection, rejection and acceptance by Materials Unit.
- ❑ Systems and network administration of VAX Computers, Rdb DBMS and Local Area Network.

- ❑ Designed, developed and implemented on-line multi-user Inventory Control System. The system keeps record of ordering, receipts and stock movement and produces suggested order listing, transaction/movement detail and numerous MIS reports. Prepared System Documentation and User Manual. Conducted end users training.
- ❑ Designed, developed and implemented Management Information System for fertilizer distribution, consumption, market planning and sales accounting of fertilizer dealers' network.
- ❑ Designed Turnaround Planning & Monitoring System for Planning & Scheduling Section and Purchase Requisitions System for Materials Unit. Participated in design and development of Financial Book Keeping System.
- ❑ Development and maintenance for Telephone Billing, Vehicles Expenditures and Lube Oil Scheduling System on IBM and VAX computers.

Fluor Arabia/Petrochemical Engineering Limited, Saudi Arabia

Senior Programmer (03DEC84 - 29JAN86)

- ❑ Development and maintenance of Personnel System, Labour System and multi-currency Payroll System on IBM mainframe.
- ❑ Designed, developed & implemented Applicants Information System on IBM PC.
- ❑ Designed, developed & implemented Telephone Billing System and participated in implementation of PC based Accounting System.

National Engineering Services (Pakistan), Lahore, Pakistan

Computer Scientist (02AUG82 - 02DEC84)

- ❑ Development and maintenance of Manpower Utilization and Evaluation Technique (MUET) and Payroll System developed on IBM computer.
- ❑ Developed programs for Account Receivables, Projects Feedback System and Soil Liquefaction Analysis package on IBM computer.
- ❑ Implemented and maintained scientific/engineering software packages STRESS, SAP, FLUSH, etc.

PERSONAL INFORMATION

Date of birth August 26, 1953, male, height 5' and 7'', weight 64 kgs. and in excellent health.
Married having three daughters and one son.

Pakistan National Id Card No. 31304-2255804-1 and Passport No. NU4108044 dated Nov 21, 2021.

REFERENCES

Dr. Nadeem Talib

Director Academics

National University of Modern Languages

Islamabad

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Brig. Ozair Ahmad

General Manager ESH and Security

Pakistan Telecommunication Company Limited

Islamabad

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