

Muhammad Irfan Khan

Address: House # 1527, Block B, Jinnah Road, Sector 4, Airport Housing Society Rawalpindi.

Contact No. 00923335126229

E-mail: ivkhan13@gmail.com

CAREER OBJECTIVE:

I am a goal-orientated individual who is responsible, motivated and dynamic. My intent is to be engaged in an environment that offers challenges and allows me to excel in my capacities. I am a dedicated and inquisitive employee that thrives for accomplishments. I anticipate being part of your company's staff, and contributing to the prosperity of this organization.

WORK EXPERIENCE

An ambitious and Enthused individual with more than 15 years of diversified professional experience. My expertise comprises Operations Management, Team Management & Leadership (Both Technical & Non-Technical), Training & Development. Along with professional experience, I have exceptional communication, interpersonal, public speaking, meeting designated deadlines, time management, analysis, problem solving, delegation and influencing skills.

➤ January 2020 –Till Date As an Assistant Manager Accreditation In NBEAC, Higher Education Commission Pakistan

NBEAC accreditation acts both as a status and a process. Accreditation as status provides public notification that the accredited program meets standards of quality set forth by the NBEAC. As a process, accreditation reflects the fact that in achieving recognition by NBEAC, the institution and the program are committed to not only meeting standards but to continuously seeking ways in which to enhance the quality of education in that program. Programmatic accreditation is an independent peer-review process that validates that established standards of excellence set by the NBEAC are well met. NBEAC has designed these standards to assure that the graduates receive the quality of education in that program necessary for success in the industry.

Key Responsibilities

- Initiating the accreditation process and ensuring all aspects of the documentation are complete at specific stages of the NBEAC accreditation process.
- Implemented and monitored quality assurance frameworks aligned with national accreditation standards for higher education institutions.
- Coordinating with Peer Reviewers and Assisting with on-site inspections and assessments for accreditation compliance.
- Liaised with academic departments to enhance quality practices in teaching, curriculum development, and institutional governance.
- Conducted Monitoring & Evaluation (M&E) of accredited programs and institutions to ensure compliance with quality benchmarks.
- Facilitating necessary travel functions with regard to the evaluation of institutions for accreditation. These functions may include end to end scheduling, participation in and follow-up of evaluation visits of applicant institutions.
- Performing duties associated with the administrative functions of NBEAC, including preparation of documents and attendance at meetings and working with committees.
- Facilitating the Senior Program Manager in preparation of agenda/ working paper, organizing/assembling Council meetings of NBEAC.
- Following up with business schools to initiate accreditation process and facilitate with necessary information.
- Organizing international Dean's and Director's conference annually.
- Coordinating with the business school for completion of registration application for Eligibility Screening Committee (ESC) for formal decision and feedback.

- Coordinating with the business school for completion of Self-Assessment Report.
- Coordination and participation in PRT visits as NBEAC representative to monitor (and update/ apprise) the accreditation process and documenting minutes of proceedings/ sessions as directed by Senior Program Manager.
- Coordinating with PRT for the Compilation of PRT reports based on a prescribed template.
- Submitting a complete Accreditation Case to be presented in Accreditation Award Committee.

➤ **June 2013 –February 2020 Data Researcher II In S&P GLOBAL Financial, Pakistan**

S&P GLOBAL Market Intelligence is an US base organization, which deals with the premier provider of breaking news, financial data and expert analysis on business sectors critical to the global economy: Banking, Insurance, Financial Services, Real Estate, Energy, Media & Communications and Metals & Mining. S&P GLOBAL's business intelligence service provides investment professionals, from leading Wall Street institutions to top corporate management, with access to an in-depth electronic database, available online and updated. S&P GLOBAL Financial combines exclusive analysis and in-depth data in real time for the banking, financial services and insurance industries. From bank branch data and government assistance programs to executive compensation and league tables, S&P GLOBAL is the final word in business intelligence on financial institution.

Key Responsibilities

- Team/Domain Lead Headed and prepared strategies for workflows, assigned prioritize, entertained clients, assisted peers
- Budgeting and estimations of the projects on monthly basis.
- People Development New Hired trainings, Mentored juniors,
- Quality Assurance Performed Quality Assurance check, communicated active feedback, lessons, tips to juniors
- Outsource/Vendor Management
- Software Testing and Evaluation
- Research and Development
- Responsible for supporting the Translation Project Manager in driving S&P GLOBAL's translation workflow.
- Identify the formatting issues in financial documents and resolve on priority.
- Work on different language financial document (E.g., European, Asian etc.)
- Encourage and implement different workflow and process for the same.
- Work on different project, like documents carry forward through the automation system which newly implement in our department.
- Translate the financial document to the English language through software's.
- Extracting different sorts of report from Dashboard and perform analysis.
- Analyze the team productivity.

➤ **May 2009- May 2013 As a Manager Finance In Tier4(Private)Limited Islamabad, Pakistan**

Tier4(private)limited basically managing all the companies involved in the deployment process, Capabilities encompass every discipline of wireless Network deployment Aligns resources and efforts to ensure a fast and cost effective rollout. **Tier4(private)limited** is competent in rollout of turnkey wireless networks. **Tier4(private)limited** working in different multinational companies like Nortel, Nokia Siemens Networks, ZTE, Alcatel, Huawei Technologies and other operators and vendors in Telecom sector.

Key Responsibilities

- Reporting all the daily & weekly activities to Director Finance.
- Prepare Monthly Profit & Loss Report.
- Prepare Cash Flow Statement.
- Responsible for all the payments.

- Responsible for all the bank payments.
- Prepare Daily Report of Bank Receipts & Payment to Accounts Manager.
- Prepare Bank Reconciliation Statement.
- Prepare monthly Salary & wages sheet of more than 200 employees.
- Responsible for cash payments & Receipts.
- Booking Cash payments & Receipts Voucher.
- Prepare daily Petty cash Position report.
- Monthly Petty cash Position Report.
- Reconcile physical cash on daily basis.
- Passing all Journal Entries according to International Accounting Standard.
- Monthly Adjusting entries at the end of every month.
- Daily Party wise Receivable report to Accounts Manager.
- Send Reminder to Local Customers for Receivable.
- Coordination with external Auditors.
- Prepare & Coordinate outstanding balance confirmation Letter for all Suppliers (payable) & Customers (Receivables) at the end of the year.
- Preparation & verification of Purchase Orders & Invoices from the customer (NSN, Huawei, ZTE) for all regions.
- Keeping track record of the Purchase Orders and Payments for all the regions.
- Coordination with the customer regarding financial payments.
- Preparation of Tax Monthly based for all taxes payable.

EDUCATIONAL ATTAINMENT

- **2005-2007** **National University Of Modern language Islamabad**
Master in Business Administration MBA (Finance)
- **2003-2005** **University of AJK**
Bachelors of Sciences (BSC).

MAJOR PROJECTS

- Analysis of Financial Statements of NRSP
- Management of IT College.
- Research work on PTCL as a organization and identify problem areas and weaknesses.

PROFESSIONAL SKILLS SET

- Ability to learn and adapt new procedures quickly.
- An analytical mind with problem-solving skills
- Highly proficient at Excel, Word & PowerPoint and Peachtree Accounting Software.
- Systematic with good time management skill.
- Strong Work Ethic and Organizational Management Skills
- Quality customers services working in different fields.
- Punctual, hardworking, efficient and dedicated to the job.
- Capable to work under pressure with minimum supervision.
- Organizational and analytical skills.
- Quality Control (QC).
- Quality Assurance.

PROFESSIONAL TRAINING

- Annual Security and Privacy Awareness Training

- Avoiding Insider Trading
- Privacy Fundamentals
- Finance for Non-Financial Managers
- Business Ethics
- How to Be More Strategic in Six Steps
- HTML Essential Training
- Learning Design Thinking: Lead Change in Your Organization
- Conflict Management for Employees
- Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done (Blinkist Summary)
- Using Questions to Foster Critical Thinking and Curiosity
- Conflict of Interest in the Workplace
- Lean Facilitator Module
- Introduction to the Business Development Life Cycle.
- AACSB Accreditation Information Session

Conferences Organized

Planned and executed all aspects of the event, ensuring active participation from national and international academic and industry leaders. Managed logistics, coordinated delegate communication, and organized speaker engagement for seamless event delivery.

- 12th Deans and Directors Conference, Lahore (2025). Theme of the conference: “Contextualizing Business Education for a Sustainable, Digital, and Inclusive Future”
- 11th Deans and Directors Conference, Karachi (2024). Theme of the conference: “Navigating Disruption and Innovation in Business Education”
- 10th Deans and Directors Conference, Peshawar (2023). Theme of the conference: “Remaining Relevant in a Changing Educational Context”
- 9th Deans and Directors Conference, Islamabad (2022). Theme of the conference: “Increasing the Impact and Relevance of Business Schools in Pakistan”
- 8th Deans and Directors Conference, Virtual (2021). Theme of the conference: “Business Education in a Time of Change: Towards a New Normal for Business Schools in Pakistan”
- 7th Deans and Directors Conference, Islamabad (2020). Theme of the conference: “Enhancing Quality and Inclusivity in Business Education through Engagement”

ACCOMPLISHMENTS

- Earned EOMs (Employee of the Month) Certificates,
- Most valuable member of the Team (MVM)
- Win the Hall of Fame Award

LANGUAGES

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| ➤ Urdu | Native |
| ➤ English | Fluent |

PERSONAL INFORMATION

MARTIAL STATUS	: Married
CITIZENSHIP	: Pakistani
DATE OF BIRTH	: May 13, 1983
Passport Number	: EC4109174
CNIC Number	: 82102-6327917-9
Further reference can and will be provided upon request.	