

Personal Particulars & Contact Info

Name: Kifayat Ullah
Father's Name: Himayat Ullah
Cell+Whatsapp No. : 0334-8898789
Date of Birth: 05 September 1974
Nationality/ Religion: Pakistani / Islam
Marital Status: Married
Driving License: Motorcycle +Car/Jeep
CNIC No: 17201-2635665-5
Passport No: ET2746651 (valid upto 17th March 2023)
Address: H#222, Armour Colony, Nowshera, Distt: Nowshera, KPK, Pakistan
E-Mail Address: kifayat74@gmail.com



Professional Strengths

1. Good typing speed with the ability to take dictation.
2. Proficient in utilizing and transcribing with modern systems and tools.
3. Extensive experience with Windows. Advanced proficiency in MS Office (Word, Excel, PowerPoint).
4. Skilled in using MS Outlook and group emailing. Quick adaptability to new software and AI-based tools.
5. Excellent verbal and written communication skills.
6. Strong problem-solving abilities and willingness to learn.
7. Competent in installation, operation, and troubleshooting of electronic systems.
8. Ability to understand and implement new systems and applications.
9. Flexible with night shifts, extended hours, and team collaboration.
10. Hands-on experience in operating steno-phone equipment.

Professional Skills

1. Possess Technical Writing skills e.g. **SOPs, précis**, Manuals, worksheets, **Flow diagram** etc
2. Use of **Internet** to conduct technical / administrative research,
3. Trained in **computer hardware** to assemble CPU/hardware, installation of various computer operating systems and application software etc
4. **Administrative Report** writing, Task Completion Report writing
5. Experience in Photoshop/Coral Draw/Punch5in1
6. I can read, write and speak (a) English (b) Urdu (c) Pashto

Personal Skills

- Ability to be both a team player and a team leader, high levels of patience and quick learner
- Ability to make friends and maintain relationships
- Comprehensive problem-solving abilities and willingness to learn new things
- Self-motivated, resourceful, willing to accept responsibilities, hardworking and keen desire to learn

Employment History #1

Rector's Secretariat, GIK Institute, Topi, District Swabi

Appointment Title: Secretary to Rector

Duration : July 2013 till date

Duties:

1. Confidentiality
2. File keeping: Locate and attach appropriate files to incoming correspondence requiring replies
3. Take dictation and transcribe information
4. Arrangement of Rector's meetings/appointments

5. Preparing of agenda for meeting(s) of Board of Governors (**BoG**), Executive Committee (**EC**), **Governing Council (GC)** and other minutes
6. Recording of minutes of **BoG, EC, GC** and other minutes and follow-up actions
7. Record keeping of minutes of meeting/decision of the BoG, EC, GC and other minutes
8. Maintaining database of mail/correspondence with HEC, PEC, parent body of Institute etc.
9. Sorting and distributing incoming post/emails and organizing and sending outgoing post/mail
10. Provision of historical reference by utilizing filing and retrieval systems
11. Liaising with officers/staff in other departments and with external contacts
12. Greet visitors and callers, handle their inquiries, and direct them to the appropriate person according to their needs
13. Hotel and Flight Reservation

Employment History #2

HR Department, GIK Institute, Topi

Position Title : Office Assistant

Duration : Aug 2011 to June 2013

Duties :

1. Performing **HR administrative and secretarial** support functions
2. **Noting, Drafting**, Recruiting, Personnel's appraisal
3. Coordinating with other departments to provide required administrative and human resource support
4. Preparing of **job advertisements, screening of applicants**, scheduling of interviews, creation of employ contracts etc.
5. Coordinating in training the employees
6. Maintaining record of **recruitments, transfers, postings, training, performance**, increments, promotions/demotions, remuneration, misconduct/disciplinary proceedings, attendance & leave, resignations/terminations/retirements—ensuring strict compliance of applicable policy, procedures, rules and regulations
7. Drafting of Minutes of the **Selection Committee/Standing Selection Committee Meetings**, and other different committees i.e. inquiry, investigation etc.
8. Processing of faculty/staff's recruiting, **probations, service contracts / leave, office order** etc. cases
9. Liaison with **foreign embassies/ companies/ NGOs** in connection with Convocation/Open House invitation's confirmation etc.

Accomplishments:

1. Prepared **Employees' Database** by using MS Office (Excel) tool with salient features as follow:
 - 1.1. The database has the particulars of almost all the employees (present /relieved / study leave etc.) from the inception of the institute
 - 1.2. Quick tabulated sorting of data like faculty/staff's strength (faculty wise/ designation wise etc.)
 - 1.3. Automatically highlights the date of expiry of contracts/ probations / age of superannuation within next 20 / 30 days or as required
 - 1.4. Automatically calculate the age of superannuation of the employees
 - 1.5. Automatically calculate the length of service of employees (overall and in existing rank)
 - 1.6. Calculate gender strength of employees in seconds
 - 1.7. Calculate / tabulate easily the strength of employees for a particular period slot
2. **ACRs Forms** of all employees were computerized filled up first time in the history of GIKI

Employment History #3

M/s Vision Engineering Group Pakistan, (consultancy & Import company) **IBD**

M/s TRI (Technical Resources Int'l, (consultancy & Import company) **Islamabad**

M/s AS&GE (Aerospace & Ground Equipment), (Import company), **Islamabad**

M/s Malupco International (IT & software export Company), **Islamabad**

Position Title : Manager

Duration : Oct 2009 to Jul 2011

Duties & Accomplishments :

1. Coordination and correspondence:

- Coordination with our sister concerned companies i.e. AS&GE FZP, UAE
- Coordination with technical manpower in field area
- Provision of **transport/carriage facility** to manpower in the field
- Inland **Booking of rooms** in hotels for Tech Reps coming from USA, UK, Ukraine
- Reservation of rooms for company officials in visiting countries

2. Import of goods:

- Import of for clients i.e. Ministry of Interior, Defense, etc.
- Inquiry of **RFQs** (request for quotations) with permanent vendors in USA, UK, Canada, Ukraine, China, New Zealand etc
- Feedback correspondence with vendors
- Correspondence with our clients like **DGDP, DP(Air), KPK & Islamabad Police, GHQ** through e-mails/fax, normal mail, etc
- **Preparing of offers/proposals** (technical / commercial) for client
- Preparing and managing/pursuing of documents for logistics/customs clearance i.e. End User Certificate, Letter of Intent, Invoice/ Packing list, Bill of Lading or Airway Bill
- **Invoice /Packing List** making
- Managing/pursuing of **Transfer of Funds** in banks abroad

3. Procurement:

- Procurement of projects materials like PA system, cables, devices etc.
- Procurement of building's finishing materials from local market in Pindi & Islamabad

4. Construction:

- Supervision of civil works i.e. Masonry, Tile fixing, Steel works, HVAC, electric, CCTV
- Negotiations with **petty contractors regarding civil/steel/plumbing/electrical/HVAC** etc works

5. Working duties & accomplishments with Foreign Tech Reps i.e.:- M/s Sepura Plc. UK, Proximus LLC, Ukraine

Employment History #4

Pakistan Air Force / (Pakistan Aeronautical Complex- Kamra)

Position Title : Chief Tech

Position Level : Supervisor / JCO

Duration : July 1991 to July 2009 (18 Years)

Duties & Accomplishments :

1. Technical: Supervised and worked in different technical workshops and on aircrafts for about 10 years

2. Secretarial:

- a. Drafting of letters/signals/loose-minutes for approval. Making of Presentation/Précis
- b. Correspondence/Coordination with other sections

3. Manning Control:

- a. Preparing of duty roster of manpower for different shifts and tasks
- b. Detailing of suitable manpower for different tasks
- c. Experience on man-hours/work code using ALMS (Automatic Logistic & Management System)

4. Auditing & Evaluation:

- a. Performed duties with **Inspector General, PAF** for auditing warehouses, depots and PAF bases for 3 months in connection with Inventory of Stores, its proper storage, Safety etc.
- b. Homework for ORI (Operational Readiness Inspections); including Safety **of Men, Material and Time**

5. **Security & Protocol:**

- Coordinating and escorting VIPs movements, Experience of communication on walkie/talky
- Performed duties as Commander, Strike Force, Used small/heavy weapons
- Performed duties as Guard Commander in deferent securities threat-levels
- Well versed with use of proper fire extinguishers for all types of fires
- Attended fire committee meeting and Flight safety meetings

6. **Mess Committee Member:**

- Quality inspection of fresh/other food items and hygienic conditions.
- Remedial actions on Suggestion Book (complaint) kept in the Dining hall.
- Responsible for high degree of discipline in the mess

7. **Logistics:**

- Routine Demand and Turn-in of components using **ALMS (Automatic Logistic & Management System)**
- Maintaining and **housekeeping** of Pre-Issue **stores** of the section and its **inventory**

8. **Redressal of grievances:** Solving of grievances of subordinates of minor nature.

9. Work experience in a **QC/QA,ISO 9001:2000** certified environment for 7 ½ years

10. **QC / QA reports:** Preparing remedial reports/line of action(s) on QC/QA reports

11. Working experience with **foreign tech reps** i.e.: -M/s **SELEX Galileo Inc., Italy, Chinese Tech Reps, M/s Sagem** -Le Ponant de Paris France, M/s Litton Guidance & Control Inc. USA (now **Northrop Grumman** Corporation, USA).

12. **Teaching:** Conducted refresher classes/training and On-Job-Training (OJT)/ Skill Enhancement Program (SEP)

Educational Background

S. No	Field of study	Division	Institute/ University	Year
1.	Secondary School Certificate	1 st	BISE Peshawar	1990
2.	Diploma of Associate Engineer (DAE) in Electronics (Radar) Technology	1 st	PAF Base, Korangi Creek	1994
3.	BA (Economics, Sociology, Education)	2 nd	University of Karachi	1998
4.	B.Ed. (Bachelor of Education)	1 st	AIOU, Islamabad	2007
5.	Master of Arts (Political Science)	2 nd	University of Peshawar	2002

Administrative Courses

S. No	Field of Study	Institute
1.	2 days KPPRA workshop	Govt of KPK
2.	Computer course (MS Access database)	Pakistan Manpower Institute, Ministry of Education & Training, Islamabad
3.	Computer course (MS office)	Pakistan Aeronautical Complex, Kamra
4.	Disciplinary Course	Pakistan Air Force, Base Masroor
5.	QE (Qualifying Exam) 1,2 &3	PAF & PAC Kamra