

## **Curriculum Vitae-Luqman Khan**

### **Professional Summary**

I bring over 9.5 years of professional experience in administration, Executive Coordination with board members, economic and financial analysis, and coordination with internal and external stakeholders across the pharmaceutical, healthcare, and development sectors.

I began my career at Stanley Pharmaceuticals (Pvt) Ltd., Peshawar, serving as Secretary to the Director of Administration, where I managed office operations, facilitated interdepartmental coordination, Board Meetings, and voluntarily supported pharmacists in research-related activities.

I later joined Shaukat Khanum Memorial Cancer Hospital & Research Centre, Peshawar, as Executive Secretary, where I provided high-level administrative and executive support. In addition to managing executive meetings and preparing dashboards for Board of Governors (BoG) meetings, I actively contributed to the Clinical Research Office by supporting the development of research papers presented at the Annual Shaukat Khanum Cancer Symposium.

Subsequently, I worked as Executive Assistant at the National Disaster Risk Management Fund (NDRMF), Islamabad. In this role, I managed corporate affairs, coordinated with the Board of Directors (BoD), and ensured smooth organizational workflows.

Currently, I am working as a Secretary, Board of Governors at the Ayub Medical Teaching Institution, Abbottabad. I manage the BoG Secretariat matters including the board meetings, prepare meeting agendas, Notifications, Legal Affairs and record the minutes of the meeting.

Overall, my career reflects strong expertise in executive coordination, BoG Members and data-driven analysis, with a proven ability to bridge administrative, operational functions in complex organizational environments.

### **1. Personal details**

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### **2. Educational Degrees**

- 20<sup>th</sup> November 2019, Master of Science in Economics (MS), Institute of Management Sciences Peshawar, Pakistan.
- 31<sup>st</sup> January 2017, Bachelor of Science in Economics (B.Sc. Hons), Institute of Management Sciences Peshawar, Pakistan.

### 3. Professional Certifications

- Corporate Advisory Course-Institute of Corporate and Taxation, Islamabad, Pakistan. **Completed**

**Modules:** Company Secretary Training and SECP & Corporate Compliances Course.

### 4. Language skills

- English (TOEFL: 53 Score, IELTS 5.5 overall)
- Urdu
- Pashto (Mother tongue)

### 5. Current Employment

- ❖ **12<sup>th</sup> January 2026-Present, Secretary, Board of Governors at Ayub Medical Teaching Hospital/Medical College/College of Dentistry, Abbottabad**

#### **Job Description**

- Organizing and scheduling BoG meetings, recording minutes, issuing Notifications, preparing agendas, and distributing working papers/presentations.
- Coordinating and liaising with the Chairman, BoG members, and relevant stakeholders.
- Acting as the administrative head of the BoG Secretariat, ensuring transparency and efficiency.
- Ensuring adherence to the MTI Act 2015, rules, and regulations, and managing regulatory affairs.
- Executing directives issued by the Chairman or the Board.
- Liaison with legal counsels to provide documents for cases, litigation, and appeals in various courts.
- Processing of decided cases for implementation in accordance with Court directions
- Filing of cases in accordance with BoG, MC, and management directives
- Filing a response to the W.P lawsuits and completing an affidavit on behalf of the institute
- Providing Legal Opinions from Legal Counsel to Management in various instances.
- Review of answers and W.P, Court Appeals.
- Facilitating legal advice from legal counsels on hospital contracts with contractors, etc.
- Keeping a record of MTI Tribunal appeals cases, W.P, and legal notices.

## **6. Previous Employment**

❖ **03<sup>rd</sup> June 2024 to 31 Dec 2025, Executive Assistant, National Disaster Risk Management Fund (NDRMF), Islamabad, Pakistan.**

### **Job Description:**

- Assist in all routine matters of office work.
- Hands-on experience in managing calendars, scheduling meetings, and coordinating appointments efficiently.
- Organise meetings such as Audit & Finance Committee (AFC), Strategy & Risk Management Committee (SRMC), Human Resource Committee (HRC) Meeting, while recording minutes of the meeting, drafting, issuing notices, preparing agendas, and obtaining approvals for the agenda of the meetings. Following up on actions from meetings.
- Organise Board of Directors (BoD) Meeting on a quarterly and AGM on an annual basis.
- Coordinate internal and external communications, ensuring smooth workflow and task priorities.
- Liaison with SECP companies Act 2017, FBR and other regulatory bodies.
- Reported to the Company Secretary.

❖ **13<sup>th</sup> December 2021 to 30<sup>th</sup> May 2024, Executive Secretary, Shaukat Khanum Memorial Cancer Hospital & Research Centre Peshawar, Pakistan.**

### **Job Description:**

- Organised all routine matters of office work. Managed MD & COO Calendars, maintained Scheduling and checked daily activities.
- Scheduled appointments and Coordinated meetings such as Clinical Executive Board (CEB), Clinical Committees, and Hospital Operation & Coordination Meeting (HOCM) every month, while recording meeting minutes, drafting, and obtaining approvals for the agenda of the meetings.
- Conducted clinical healthcare research with consultants, Resident Doctors, and Medical officers for Annual Shaukat Khanum Cancer Symposiums.
- Assisted all the clinical staff in guiding the literature review, Methodology, Data Analysis, Questionnaires, collection of patient data, etc.
- Type official Correspondence, reports, letters, and related material.

- Prepared Monthly Clinical Statistical Reports of all clinical departments.
- Report to Medical Director & Chief Operating Officer.

❖ **1<sup>st</sup> February 2017 to 10<sup>th</sup> December 2021, Secretary to the Director Administration, Stanley Pharmaceuticals (Pvt) Ltd Peshawar, Pakistan.**

**Job Description:**

- Managed Government MCC Hospital supplies across Pakistan, prepared tender documents, arranged stock and vehicles for supplies, received payments from hospitals, highly engaged with Distributors, etc.
- Organised Directors and Board Meetings such as BOG, AGM, Committee, and departmental meetings every month.
- Recorded minutes of the meetings, shared agendas, approved agendas, issued notices to board members, etc.
- Handled Director Administration and CEO Offices, including administrative matters.
- Reported to Director Admin, CEO and Director Operations

## **7. Research Publications**

- Bakht , Zeeshan, Saira, Najma, Luqman, (2025), Incidence of Salmonella Infection in Pediatric Population in Shukat Khanum Memorial Cancer Hospital and Research Centre, Pakistan. Insights-Journal of Health and Rehabilitation. (7), 796-802.
- Uzma, S., Mansoor, R., Jamal, B., & Khan, L. (2024). Impact of Malnutrition on Survival and Treatment-Related Morbidity of Cancer in Children. Journal of Health and Rehabilitation Research, 4(2), 696-701.
- Luqman, Rafiq, & Said Zamin. (2023) The Household Economic Burden of Head and Neck Cancer patients in Peshawar, Pakistan. Pakistan Journal of Social Research, ISSN 2710- 3129 (P) 2710-3137 (O) <https://pjsr.com.pk/>
- Rafiq, M., Khan, L., & Khan, M. (2022). Welfare Impact of Dust Pollution on Human Health in the District Khyber Ex-FATA, Pakistan. Journal of Applied Economics and Business Studies, 6(2), 15-32. <https://doi.org/10.34260/jaeb.622>  
<https://pepri.edu.pk/jaeb/index.php/files/article/view/407>

- Iftikhar, K., Imran Khan, M., & Khan, L. (2022). Capital Buffer in The Presence of Market Structure and Business Cycle: An Assessment. *Journal of Development and Social Sciences*, 3(3), 17–27. [https://doi.org/10.47205/jdss.2022\(3-III\)02](https://doi.org/10.47205/jdss.2022(3-III)02)

## **8. Conferences and Workshops**

- Participated in a one-day workshop on the Development of Key Performance Indicators KPIs organised by the Pakistan Planning and Management Institute.
- Appeared in the online course about Project Management and got certification from Disaster Ready.
- I attended an online course regarding Monitoring Evaluation Accountability Learning (MEAL) from Disasterready.org and was certified.
- Joined a two-day Workshop on National Catastrophe Modelling, NatCat Risk Calculator Power User, organised by Space & Upper Atmosphere Research Commission SUPARCO Islamabad, from 27<sup>th</sup> August to 28<sup>th</sup> August 2024.
- I attended the 3-day annual Shaukat Khanum Cancer Symposium from 3<sup>rd</sup> November 2023 to 5<sup>th</sup> November 2023 at Serena Hotel, Peshawar.

## **9. Analytical/Managerial Skills.**

- Data Analysis in STATA, Power BI, SPSS.
- Good Experience in Data Cleaning and manipulation, data visualization, data interpretation, data entry, etc.
- Excellent Office Management Abilities
- Team Player and Good leadership skills
- Economic and Financial Data Analyst.
- Certified Corporate Consultant
- **MS Office:** MS Excel, MS Word, PowerPoint, Outlook, MS Teams, and Inpage.
- Good Follow-up skills.

## **10. References**

- Will be provided upon request.