



RIZWAN

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Rizwankhan99973@gmail.com

Riyadh Saudi Arabia

03rd May, 1994

Pakistani

EDUCATION STATUS

2022
University of Peshawar Pakistan
M.A International Relations (IR)
Percentage: 57.2%

2021
NEBOSH/Peshawar-Pakistan
IGC: Occupational Health & Safety

2017-2019
Allama Iqbal Open University
Islamabad, Pakistan
B.Com/ Accounting & Finance
Percentage: 58.4%

2015
Government Technical Teacher
Training College, Peshawar-Pakistan
DAE Electrical Technology
Percentage: 67.3%

2013
Government Degree for Boys
Hayatabad Phase VII Peshawar
F.Sc (Pre-Engineering)
Percentage: 59.7%

2011
Government Continental Model High
School Peshawar-Pakistan
Secondary School Certificate (SSC)
Percentage: 58.5%

CERTIFICATIONS

- Certified Associate in Project Management
- Certified General Accountant
- Certificate in Information Technology
- Certificate in HRM

PROFESSIONAL SUMMARY

To work willingly in an environment where comes through creativity, hardworking sincerity, Honesty, Timing & Devotion to duty. Counseling & maintain good relationship with other employees. Supervise & monitor other lower employees.

EXPERIENCES

2022- March, 2025

ASSISTANT MANAGER SAFETY

M/S Khalil Construction Company Peshawar-Pakistan

- Conducted risk assessments reducing potential hazards in the workplace
- Trained staff on latest Personal Protective Equipment enhancing overall worker security
- Organized regular inspections for consistent compliance with safety regulations
- Enforced strict adherence to health & safety guidelines across all departments
- Managed employee satisfaction and wellbeing through health & safety programs
- Educated contractors on best practices to establish safe systems of work.

01/2018 - 11/2020

OFFICE ASSISTANT LISSAALL-E-WAL MAHROOM FOUNDATION | PESHAWAR, PAKISTAN

- Public Dealing, Issuance of treatment Sanctions to the Public, Preparation of file/case for approval, Preparation of Sanction Orders and MOU agreements with the Government & Private Hospitals and Welfare Organizations for free medical treatment, free cataract surgeries and rehabilitation of Poor and Dispossessed patients.
- Auditing the bills of all Government, Rehabilitation Centers & Private Sector hospitals, Fund Releasing of the Subject Organizations, Preparation the record for Internal Audit, Accountant General Audit and Extensive Audit.
- Preparation of Inspection/Visit Reports of Health, Education and Social Welfare Centers, Preparation of Summaries, Inquires, Tender Advertisement and Tender Forms, Drafting, Record keeping, Data entry and File Management.

10/2017 - 12/2019

PROJECT MANAGER AL-RAZI INSTITUTE OF SCIENCE & TECHNOLOGY | PESHAWAR, PAKISTAN

- Developed comprehensive project plans for successful execution and delivery.
- Implemented quality control measures, ensured adherence to standards.

05/2017 - 09/2017

ADMIN SUPERINTENDENT (ADDITIONAL CHARGE) WATER & SANITATION SERVICES | PESHAWAR, PAKISTAN

- Issuance of Tender Forms, Preparation of Tender Advertisement, Preparation of letters, record keeping & File Management of all the Projects, Operations, Planning Evolution Management, HR & Admin, Accounts & MIS Section.
- Managed site logistics, maintaining seamless operations.
- Facilitated contractor meetings to ensure project alignment.
- Implemented company policies and procedures for unified, compliant labor teams.

PERSONAL INFORMATION

- Domicile: District Mansehra
- Passport No: Valid **9896212
- Iqama No: 2607810534
- Father's Name: Mushtaq Ahmad
- DOB: 05th March, 1994
- Gender: Male
- Nationality: Pakistani

ADDITIONAL INFORMATION

Contact:

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+923419868359

Email: rizwankhan99973@gmail.com

LANGUAGES

- English
- Urdu
- Pashto
- Hinko

SKILL

- Microsoft Office
- PLC & SCADA

HOBBIES

- Book Reading
- Cricket

REFERENCE

Will be provided upon the request

12/2016 - 09/2017

ADMIN ASSISTANT

Water & Sanitation Services | Peshawar, Pakistan

- Dairy and Dispatch, Record Keeping and Data entry
- Collaborated with HR officers during recruitment process to streamline candidate screening.
- Assisted with budget preparations enabling effective financial planning.
- Streamlined administrative processes for increased efficiency in the workplace.

10/2015 - 09/2016

SUB ENGINEER ELECTRICAL

Sitara Engineering Co. | Peshawar, Pakistan

- Site monitoring, installation electrical components, Preparation of MBs and Daily work reports.
- Managed procurement of materials, ensuring timely availability for projects.
- Prepared comprehensive reports detailing project progress, enhancing communication with stakeholders.

01/2014 - 09/2015

JUNIOR CLERK (ADMIN & ACCOUNTS)

Skill Development Council | Peshawar, Pakistan

- Dairy and Dispatch, Record Keeping, Preparation of Vehicles Logbook, Entry of Cash Receipt, Preparation of cash book & Lager book and Stationary Purchasing.
- Maintained punctuality and consistency with daily tasks.
- Organized meeting rooms for professional presentation during conferences and meetings.

02/2011 - 12/2013

TELEPHONE OPERATOR

Danyal Marketing Service | Peshawar, Pakistan

- Customer Dealing and Record Keeping
- Built strong relationships with regular callers through friendly yet professional interaction.
- Resolved customer issues and escalated major concerns to management.