

IMRAN RAFIQ KHATTAK

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EDUCATION

- **PHD in Management Science.(course work CGPA 3.9)
QurtubauniversityPeshawar**
- **Feb 2012 to May 2014MS (Management Sciences)Abasyn University Peshawar.**

Major Modules:Business Research Methods, Strategic HRM, CSR, Entrepreneurship, FSA, Seminar on using SPSS.

- **Jan 2001 to Dec2002Masterof BusinessAdministration (Information Technology)
Cecos UniversityPeshawar, Pakistan.**

Major Modules: HRM, TQM, Quantitative Techniques in Management, OB, Financial management, etc

Sep 2014 to August 2015: PGD in Applied Psychology. Virtual University of Pakistan

Major Modules: Introduction to Psychology, Abnormal Psychology, Clinical Psychology, social Psychology, experimental Psychology

Jan 2011 to Sep 2011:Specialization Certificate in Human Resource Management. Virtual University Pakistan.

- **January 1999 – Dec 2000Bachelor of Commerce ,Punjab University Lahor, Pakistan**

PROFESSIONAL EXPERIENCE

- **March 2018- present. Lecturer in management sciences. university of Malakand**
- **August 2017 – present) Visiting lecturer at Abasyn University Peshawar**
- **Feb 2016 – May 2017)**

Corporate Relationship Manager at NCS University System

Major Responsibilities:

- Focus on students extra and Co-curricular activities and events management and participation in national and intentional level conference and seminars.
 - Remain head of sports, welfare, dramatic, counseling, touring, health, which further divides into singing, painting and Art, photography, debating, literary and publication societies.
 - Building liaison relationship with govt. and non-governmental organization.
 - International affiliation is also a part of job description.
- Since Jan 2012 – Jan 2016)

Lecturer in KHURASAN University Jalalabad, Afghanistan

(Feb 2008 – June 2011)

Lecturer cum coordinator and head of societies

National College of science & Business management.

Responsibilities:

- Coordinate with teachers and students
- Design Academic Calendar
- Responsible for setting time table and arrangement of teaching staff
- Head of Quran, Sport, Drama and Welfare societies of NCS.
- Organizing sports tournaments with in and amongst the universities and colleges.
- Organizing drama and stage performance competition within and amongst the universities

2004-2008 (UK) work experience, omega 247 ltd.

Coordinator cum security supervisor

- Coordinating security officers
- Operating human resource information system (HRIS)
- Preparing, editing the daily wages and monthly wages and over time scheduling.
- Report writing on daily human resource activity.
- Training and developing need identifying and recommendation to top management.
- Managing the MIS management information system.

SKILLS

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- HYPNOTHERPY
 - ATTITUDE DEVELOPMENT PROGRAM
 - PERSONALITY TRANSFORMATION PROGRAM
 - NURO LANGUSTIC PROGRAM (NLP)
 - CUPPING THERPY
 - STRONG INTERPERSONAL COMMUNICATION SKILLS.

LANGUAGES

Proficient in English, Urdu and Pashto.

INTERESTS AND ACTIVITIES

- Browsing: Interested in findings on internet, in books and library for information on various topics.
- Playing cricket and badminton.

OBJECTIVES

Wish to work in a learning environment in a way to polish & strengthen my professional skills and to utilize these skills for the benefit of mankind.

REFERENCES

References can be furnished upon request.