

Arif Khan

arifkhans@msn.com

Qualification

- 1999 Master in English**
University of Peshawar
- 2002 Master of Education**
IER, University of Peshawar
- 2011 M.Phil in English (Linguistics)**
Dept of English & Applied
Linguistics, University of
Peshawar.

Date and Place of Birth

November 20, 1975, Peshawar

Home Address

**Gul Colony Tehkal Palosi Road Palosi Talarzai.
P.O University of Peshawar**

CAREER OBJECTIVE

- Seeking of knowledge to meet the challenges of modern world and to utilize my expertise to the optimum level for the service of humanity.

PRESENT PLACEMENT

- Lecturer, Supported Open Learning Centre, Department of English & Applied Linguistics, University of Peshawar.

CERTIFICATE OF HONOUR

- Merit certificate from University of Peshawar for securing 3rd position in Master of Education in 2002.

KEY COMPETENCIES

Editing and Proof Reading & Translation

- Worked with GTZ for translatin of Women Empoerment Policy fom English into Pashto.
- Worked with GTZ for translatin of questinnnaire from Pashto to English in a livelihood project in 2010.
- Official translator of Nikanama and Form B for department of English UOP.
- Done editing and proof reading of various national and international research papers and dessertations.
- Done editing and proof reading of the books of Dr Nasim, Chairman Department of Archeology University of Peshawar.

TEACHING, TRAINING DESIGNING AND FACILITATION

- Teaching MA English classes, IELTS & Conversation in Department of English & Applied Linguistics University of Peshawar.
- Designed and facilitated a number of capacity building workshops and courses for various national and International institutions with the added role of a resource person.
- The British Council
- Qurtuba University
- Supported Open Learning Centre Peshawar.
- Developed Encouraging Learner Autonomy Toolkit.

HUMAN RESOURCE DEVELOPMENT

- Provided consultancy services to different national and local, Government and Non-Government Organizations and projects in the field of Human Resource Development and Capacity Building.
- The British Council
- UN IOM (FSP) Trained female teachers of FR Kohat Government schools.
- Succesfully delivered training to Foundation awardees of Aus Aid pakistan.

RESEARCH AND DOCUMENTATION

- Associated with different research organizations and individuals on diverse research assignments. Developed research dissertations on '***Expoloring the perceptions, Expectations and Experiences of Prospective Teachers***'.

TRAINING UNDERTAKEN

• Councillors Training- The British Council Almathy, Qazkhstan .
• Time Management- British Council Pakistan.
• Event Management - British Council Pakistan.
• Job attachement on Management of Open Learning Centre British Council Tashkent, Uzbekistan .
• Master Trainer English for Teaching; Teaching for English, British Council Pakistan
• Assertiveness- British Council Pakistan

ACCOMPLISHMENTS

WORKING EXPERIENCE WITH THE FOLLOWING DIFFERENT GOVERNMENT AND NON-GOVERNMENT ORGANIZATIONS ON VARIOUS RESEARCH AND CAPACITY BUILDING ASSIGNMENTS:

- The British Council (Government Schools of KPK/FATA)
- UN IOM (FSP) (FR Kohat Teachers)
- University of Peshawar
- Institute of Education & Research, University of Peshawar
- Qurtuba University Hayatabad
- FIST Institute of IT Peshawar
- BEST (NGO) on Peace Education.
- University Public School.
- Coffey International development.

WORK EXPERIENCE

RESOURCE PERSON/ FACILITATOR

- The British Council
- IER University of Peshawar
- UPS University of Peshawar
- BEST (NGO)
- UN IOM (FSP) (FR Kohat Teachers)

Responsibilities:

- Conducting and managing workshops, seminars and related interventions
- Liaison with different NGOs, donors, and Government officials.

Supported Open Learning Centre (SOLC) officer

Managed SOLC British Council Peshawar and served as a full time counselor.

Responsibilities:

- Conduction, Facilitation and Management of Workshops and other related programs
- Facilitation in autonomous learning process of SOLC members.
- Developed modules for training.
- KAP surveys

Supported Open Learning Centre CONSULTANT

Managed SOLC British Council Peshawar and served as a full time counselor in Department of English and Applied Linguistics University of Peshawar.

Responsibilities:

- Preparing Project plan for the centre and managing finances.
- Training of Madaris teachers to bring them in the main stream of teachers' training
- Arrangement of seminars and workshops for teachers.
- M & E consultant for FCO Madaris Project of British Council Peshawar.

KEY STRENGTHS

Leadership, Personal Integrity, Adoptability, Curiosity, Humility, Patience, Creativity, Gender Sensitive and Analytical Ability

WORKSHOPS/CONFERENCES/SEMINARS ATTENDED

- Arranged seminars and training workshops for The British Council peshawar.
- Participated and articulated in "Encouraging Learner Autonomy" workshop of British Council in Tashkent Uzbekistan.
- Conducted one week workshop for British Council Connecting Classroom Project in Peshawar.
- Conducted a workshop on "Peace Education" at Bajaur Camp for BEST(NGO)
- Participated and articulated in a seminar on " Instructional Technology and Modern Scenario".
- Arranged workshop on " Stage fright" for teacher.
- Participated in workshop on " Research Writing" by Area study centre UOP.

Management and Consultancy

- Managed Supported Open Learning centre of British Council.
- Managed ETTE(English for Teaching ;Teaching for English) project for British Council in Khyber Pakhtoonkhwa.
- Conduct and submit evaluation report on FCO funded Madaris Project of British Council.

PERSONALS

Domicile	District Peshawar (KP)
C-NIC	17301-1284979-5
Passport	H-622278
Marital Status	Married

COMPUTER SKILLS

Good working command of MS Word, MS Excel, MS Power Point, e-mail and Internet

LANGUAGES

English Fluent
Urdu Fluent
Pashto Fluent
Hindko Fluent

REFERENCES

Prof. Dr. Nasir Jamal Khattak

**Vice chancellor Kohat University of
Science and Technology Kohat KP.**

Prof. Dr. Mujib Rahman

**Chairman Department of English and
Applied linguistics, University of
Peshawar Pakistan.**