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# ALTAF AHMAD

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## SUMMARY

I have Eighteen 18 years experience out of which almost 08 years in Educational System Development and Consultancy, where I was able to implement business level strategies with focus mainly on Operation, HR, Marketing and strong Financial Recovery Strategies to uplift the Institutions wherein worked for the quality enhancement by making it sure that the employees should be trained and developed in order to produce a high quality services. I went to Afghanistan, and worked with Khana-e-Noor University Kabul, Afghanistan as Registrar.

From 2013 onwards I am working with health department as administrator and then from the last 05 years i.e. in 2016, promoted as Manager HR & OD wherein I have established the HR department and HMIS for the Teaching Hospital and its constituent colleges.

HR at public organization is indeed a challenging process, with establishment HR Department at the institution I developed the HR strategy to meet the standards of PMC, and other accreditation councils; have approved the required staff from the concerned authority in order to meet the standards; hired them successfully and then trained them to fulfill the institutional mission.

I have an analytical mind and have a strong skill of resource generation, mobilization and management. I have found myself as a good problem solver and have the experience to tackle difficult conditions and situations.

At this point of time I want to make effective use of my extensive experience in the field of HR, Management, Operations, Administration and would like to extend my career with a dynamic and progressive organization by accepting more Challenges.

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## WORK EXPERIENCE

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November 2016 -  
till date

Manager HR & OD

*Medical Teaching Institute-Mardan*

MTI-Mardan Composed of Bacha Khan Medical College, Nursing College, Dental college, Children Hospital, College of Medical Technology and Mardan Medical Complex, where my main responsibilities are to establish HR department, HR yearly Planning to meet the required standards as per PMC, establishment of HRIS, Training and development, recruitment and selection along with performance appraisals of the employees working at MTI, Mardan. The attendance, disciplinary action and record of all employees are maintained at HR department. Following are the tasks achieved:

- Input in new facility development along with approval and Hiring of the requisite qualified staff (HR need Assessment).
- Placing right person for the right job.
- Policy inputs in organizational development.
- Employee development plan.
- Developed and Implemented Organograms.
- Developed and Implemented JD's.
- Employee Grievances and Re-Addressal.
- Annual HR Master Plan.
- Dealing the unions and associations.
- Provision of practical trainings to the private institutions at MTI-Mardan.
- Developed Policy for Harassment on MTI-Mardan.
- Worked with IT Department to Customized & incorporate HR functions in HMIS.

August 2013 -  
November 2016

ADMINISTRATIVE OFFICER AND WARDEN (BPS-17)

*Health Department Khyber Pakhtunkhwa*

Being a Warden and Administrative officer, I was responsible for the administrative function of hospitals where I was also responsible to facilitate the Nursing, Doctors and Para-Medical staff for accommodation.

January 2012 - July 2013 PROJECT DIRECTOR

*STEMS EDUCATION SYSTEM, PESHAWAR*

The Project was handed over to myself for the establishment of the STEMS Education System i.e. school of technology education and management sciences at Peshawar for promotion of technical and Business education, The scope of the project consisting of the following with the duration of 02 Years.

- Hiring of a suitable building
- Development of infrastructure according to the requirement of BTE Peshawar.
- Hiring of required Staff.
- Procurement of Furniture, Fixtures, Workshops, Labs.
- Affiliation with BTE Peshawar.
- Establishment of Admission and Accounts Section.
- Advertisement and Admissions

Handed Over Project Successfully and timely to the Owner.

July 2010 -  
October 2011

REGISTRAR

*Khana-e-Noor Institute of Higher Education*

The main responsibilities were Academics, Admissions, Course Designing, Semester Scheduling, and Examinations, providing HR by conducting interviews, Procurement, Promotion and Advertisement.

- **Achievements at Khana e Noor:**
- Reduction of Operational Cost while maintaining Quality of Education.
- Putting the system on profit track.
- Introduction of Highly Qualified Researchers in the faculty.
- Admission and Examination System; Rules regulation were introduced and maintained through Data Base.
- Quality Control Cell was introduced.
- Arranging Seminars and ensuring students Scholarship Policies.
- Pay for performance and bonus system for employees were introduced.
- Maintaining the students' Profile and coordinating the records with Higher Education Commission of Afghanistan.

September 2003 -  
June 2010

PRINCIPAL

*IIMS Post Graduate College Affiliated with University of Peshawar*

The overall management, Administration and Academics of the College by following the rules regulations of university of Peshawar by meeting the deadlines provided by university and BISE Peshawar hence successfully maintaining the affiliations with University of Peshawar and BISE Peshawar.

- **Achievements:**
- Introduction of BSc Electronics and attracting DAE passed students to get Admission in the said programs. Passing out almost seven sessions and about 2500 students with Bachelor degree from University of Peshawar.
- Successfully introduced Bachelor of Arts program.

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## EDUCATION

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2020 - 2022

LLB

*University of Peshawar*

2009 - 2011

MS Management Sciences

*COMSATS Institute of Information Technology, WAH Campus*

2009 - 2009

ADDITIONAL MANAGEMENT COURSES

*IQRA UNIVERSITY, PESHAWAR.*

- ESSENTIALS OF ISLAMIC FINANCE
- SUPPLY CHAIN MANAGEMENT
- FINANCE FOR MANAGER
- ACCOUNTING FOR MANAGERS

2006 - 2008	MBA (HRM) <i>Institute of Business and Management (IBMS) Agriculture University, Peshawar</i>
2000 - 2002	MSc Computer Science <i>Peshawar University</i>

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## TRAININGS

- CERTIFICATE OF "PERSONAL EXCELLENCE" AT SCHUIITEMA (HUMAN EXCELLENCE GOUP) DATED 16TH FEBURARY 2018.
- TWO DAYS TRAINING ON PROCUREMENT AT USAID, KPRA SHELTON RESIDOR DATED 2018
- CERTIFICATE ON "ENABLING EXCELLENCE BASED ON LEADERSHIP THE CARE & GROWTH MODEL" TM GROUP AT SCHUIITEMA (HUMAN EXCELLENCE GROUP) DATED 15TH -16TH MAY 2018.
- 02 MONTHS MANAGEMENT TRAINING COURSE AT NIPA PESHAWAR.
- CERTIFICATE OF "PROCUREMENT REGIME" TRAINING AT HRDC INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR DATED 12TH TO 14TH SEPTEMBER 2018.
- PROGRAM ON MANAGEMENT, LEADERSHIP & PROJECT MANAGEMENT, REDC PROGRAM LUMS, LAHORE DATED 27TH -30TH AUGUST, 2019.
- WORKSHOP ON "ACCREDITATION OF MEDICAL LABORATORIES AND HEALTHCARE FACILITIES AT PAKISTAN NATIONAL ACCREDITATION COUNCIL (PNAC) MINISTRY OF SCIENCE & TECHNOLOGY" DATED 25TH SEPTEMBER 2020.
- DEVELOPMENT OF KEY PERFORMANCE INDICATORS (KPIS) AT PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI), ISLAMABAD DATED 28TH TO 30TH SEPTEMBER 2020.
- 05 HOUR TRAINING ON INFECTION PREVENTION & CONTROL TRAINING HAIDER HALL BKMC, MARDAN BY PAKISTAN KIDNEY & LIVER INSTITUTE.
- THREE-DAY RESIDENTIAL TRAINING ON ANTI-SEXUAL HARASSMENT LAWS AT MEHERGARH A CENTER FOR LEARNING, ISLAMABAD DATED FEBRUARY 25TH-27TH, 2022.
- PERSONALITY DEVELOPMENT & LEADERSHIP SKILLS TRAINING WORKSHOP AT COMSATS UNIVERSITY, ISLAMABAD DATED 03 MARCH 2022.

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## MEMBERSHIPS IN SOCIETY & OTHERS

- Member of Management Committee, Free Little Family Library, Peshawar.  
Function: To Register The Library Under Society Act.
- Volunteer Membership at Frontier Foundation-Welfare Hospital & Blood Transfusion Services, Peshawar.
- Member of Organizing Committee of Annual Symposium (All Specialties) At MTI-Mardan.

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## CERTIFICATES OF ACHIEVEMENT

- Awarded by Prof. Dr. Rasheed Ahmad Principal/Chief Executive at Mardan Medical Complex Teaching Hospital Mardan for **acknowledgement of best services.**
- Awarded by Prof. Dr. Muhammad Jehangir Khan Chief Executive at Group of Teaching Hospital Bannu for **best performance in services during his tenure.**
- Awarded by Dr. Tariq Mehmood Hospital Director at Mardan Medical Complex Teaching Hospital MTI, Mardan for acknowledgement of *extra ordinary Performance of Job along with fulfillment of additional responsibilities.*

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## COMPUTER SKILLS

- MS Windows, MS Office, Emails/Internet Applications.
- Installation, maintenance and troubleshooting, PC Hardware Troubleshooting.

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## LANGUAGES

English, (Speak, Read, and Write)

Urdu, (Speak, Read, and Write)

Pashto, (Speak, and Read)

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## REFERENCES

### 1) PROF. DR. MUHAMMAD FAZIL

Organization: Bacha Khan Medical College MTI, Mardan.

Title: Dean Phone: 0317-6145936

### 2) PROF.DR. MUKHTIAR ALI

Organization: Mardan Medical Complex-MTI, Mardan

Title: Medical Director Phone: 0344-4888833

**3) DR. Tariq Mehmood**

Organization: Mardan Medical Complex-MTI, Mardan

Title: Hospital Director Phone: 0316-5700033

**4) Mr. Fayyaz Khan**

Organization: Khana e Noor Company limited Peshawar/ Khana e Noor University Kabul

Title: Chief Executive and Co Owner Phone: 03478080702 Email: [lfayaz@yahoo.com](mailto:lfayaz@yahoo.com)