

CV

Name: **Azhar Khan**

Designation: **Secretary
Board of Governors
MTI Mardan**

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Email: **azhar_sb@yahoo.com**

Mailing Address **Administration Block, Mardan Medical
Complex Mardan**

Educational Qualification:

Holder Two Master Degrees

- i. Master in Information Technology
- ii. MBA (Finance)

Computer Courses

- Six months certification in Microsoft Office from Khurasan Computer Center Hayatabad Peshawar.
- MCSE from Innova Software House, Peshawar.
- CCNA from Corvit Institute of IT Peshawar.
- Two Months Certificate in basic IT from Pakistan Computer Bureau Islamabad.

Other Courses

1. Two years Civil Drafts Man certificate from Polytechnic Institute, Nowshera.
2. Ten months English Language course from The Best American English Language and Computer Center.
3. IELTS from British Council.
4. Training on KPPRA- Rules 2012

Experience

1. Entry into Govt. service 26-10-1996
2. Appointment as Secretary BoG 17-07-2016

Responsibilities –as Secretary BoG

- The Secretary is responsible for the efficient administration and supervision, particularly with regard to BoG Secretariat.
- To oversee / ensure the compliance with statutory and regulatory requirements and for ensuring that decisions of the Board of Governors are communicated unambiguously and timely.
- Convening and servicing Board meetings, coordinating, preparing and distributing pre-read materials, meeting agendas, notifications, and meeting minutes for the Board of Governors.
- Supporting the Chairman in performing his role, including the provision of appropriate briefing material to the stakeholders and ensuring decisions made are communicated to the relevant stakeholders promptly.
- Attending Board meetings — recording minutes, highlighting Board decisions/ information items and conveying decisions to the concerned stakeholders unambiguously and timely.
- Reporting outstanding agenda items and ensuring information is provided to the Board in a timely manner.
- Preparing all correspondence for the Board including responses to enquiries or complaints directed to the Board.
- Following up on actions from meetings.
- Maintaining key MTI documents and records.
- Coordinating with Government departments, on behalf of the Board.
- Any other responsibilities assigned by Chairman BoG MTI Mardan.