
SOHAIL ALI KHAN



SOHAILALIKHAN@PROTON.ME



+92-3186414040



STREET SHER ABAD, VILLAGE KOZA
BANDAI, TEHSIL KABAL, DISTRICT
SWAT, KPK, PAKISTAN.

OBJECTIVE

To obtain a position of responsibility that utilizes my skills and enriches my knowledge

LANGUAGES

1. English
2. Pashto
3. Urdu
4. Arabic

SKILLS

- Communication
 - Computer Proficiency
 - Organizational know-how
 - Collaboration Talent
 - Administrative Skills
 - Problem Solving
-

EDUCATION

BACHELOR OF ARTS (BA)

2005 – 2007

Govt. Jahanzeb College, Saidu Sharif, Swat

HIGHER SECONDARY SCHOOL CERTIFICATE (HSSC) IN SCIENCE

2003 – 2005

Govt. Jahanzeb College, Saidu Sharif, Swat

SECONDARY SCHOOL CERTIFICATE (SSC) IN SCIENCE

2002 - 2003

Qadar Public School, Koza Bandai, Swat

CAREER SUMMARY

POLICE OFFICER

November 2014 – February 2022

Lekhwiya – Internal Security Force (ISF), State of Qatar

- Collaborated with state agencies to ensure the safety and stability of the community.
- Performed a diverse range of operational and administrative tasks to support internal security.
- Assisted in planning and executing security protocols for official conferences, meetings, and special events.
- Prepared detailed reports and documentation, maintaining accurate records of incidents, investigations, and daily activities.
- Collaborated with colleagues and superiors, fostering effective communication and teamwork to achieve shared objectives.
- Continuously trained in relevant policies, procedures, and legal regulations to ensure compliance and professional development.

ADMIN ASSISTANT

February 2009 – November 2014

Pakistan Education Centre (PEC). Doha, State of Qatar

- Worked at PEC's Cash Office to process transactions, collect checks, make cash deposits, and maintain records of incoming and outgoing cash.
- Worked at PEC's Resource Center to provide general direction and assistance to the bookstore, and to maintain and supply textbooks and other inventories at levels adequate to meet the needs of the PEC community.
- Worked at PEC's Accounts Section to analyze financial data, prepare financial reports, keep assets record, and reconcile budget and expenses within the institution.