

Muhammad Ashfaq Khan

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PROFESSIONAL EXPERIENCE

Current Experience

Title: Lecturer (Visiting)
Duration: September 2014 - To Date
Organization: Department of Social Work
University of Malakand

Previous Experience

Title: Treatment Counselor
Duration: September 2010 till September 2014
Organization: DOST Welfare Foundation

Job Description:

- Conducting individual and family counseling sessions
- Conducting field visits for the identification of clients
- Community awareness sessions at grass roots level
- Establishing and maintaining contact and coordination with local agencies including the district administration, law enforcement agencies, and civil society organizations
- Conducting individual and group therapy and drug education sessions on daily basis
- Clinical assessment of the client
- Preparing individual treatment plan for each client based on the assessment results
- Conduct aftercare and family program on weekly basis.
- Conduct regular follow-up of his/her clients discharged from the Centre.

- Keeping report of activities conducted by his/her on daily basis and submits the monthly summary to the Centre manager by the end of every month.
- Monitoring the progress of his/her client in treatment and share the result with all the relevant staff members for appropriate action if needed.
- Supervising the work of senior recovering clients performing various therapeutic duties in the Centre as a part of their treatment.
- Any other duty related to his/her client's treatment which is assigned by the Centre manager.

Title: Academic Field Worker
Duration: November 2009 till May 2010
Organization: Institute for Mentally Retarded Children, Special Education Complex

Field Work Description:

- Counseling
- Interviewing
- Community awareness
- Case histories taking
- Report writing

Title: Academic Field Worker
Duration: January 2009 till May 2009
Organization: Psychiatry Unit, Khyber Teaching Hospital

Field Work Description:

- Counseling
- Interviewing
- Community awareness
- Case histories taking
- Report writing

RESEARCH PUBLICATIONS

- Child Rights Issues in Khyber Pakhtunkhwa: A Qualitative Study, *New Horizons Research Journal of Social Sciences*, V.10 No.2 ,July 2016 Greenwich University Karachi, Pakistan
- Female Probationers in Khyber Pakhtunkhwa (KP) Pakistan. *Pakistan Journal of Criminology* Volume 09, Issue 02, April 2017, pp.1-14.ISSN 2074-2738 (Print) ISSN 2222-6648 (Online).

TRAININGS, SEMINARS, & WORKSHOPS ATTENDED

1. Social Welfare and Development, Organized by Institute of Social Development Studies.
2. Active Learning Citizens Programme, Organized by British Council Peshawar.
3. Rehabilitation of Victims of Torture, Organized by SACH.
4. Training of Addiction Professionals, Organized by Colombo Plan Asian Centre for Certification and Education of Addiction Professionals.
5. Internationally Certified Addiction Professional by Colombo Plan Asian Center for Certification and Education of Addiction Professionals.
6. Training of Volunteers in Drug Demand Reduction, Organized by DDRC Ministry of Narcotics Control Government of Pakistan.
7. Treatment and Rehabilitation of Drug Addicts, Organized by UNODC.
8. Causes and Consequences of HIV/AIDS in Rural and Urban Communities of Pakistan, Organized by Department of Sociology University of Malakand funded by HEC.

EDUCATION

M.Phil Research (In progress)

Department of Social Work

University of Peshawar

Masters in Social Work

Session 2008-2010

University of Peshawar

Specialization in NGO Management

IMS, 2011

University of Peshawar

SKILLS

1. MS Office, Internet, Graphics, Multimedia and Power point
2. Ability to work under pressure
3. Ability to work in group as well as independently
4. Ability to adopt the new work areas under difficult conditions
5. Good report writing and interpersonal skills

LANGUAGES

English, Urdu and Pashto

References

1. Ms. Shamsa Qureshi

Senior Services Delivery Officer

IRC

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2. Prof.Dr.Basharat Hussain

Chairperson

Department of Criminology

University of Peshawar

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