**IRFAN ULLAH**

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| **Name**  **S/O**  **Date of birth**  **Nationality**  **CNIC No**  **Domicile**  **Gender**  **Address:**  **Cell**  **Emails** | **Copy of WhatsApp Image 2019-02-12 at 9.59.08 AM.jpegIrfan Ullah**  **Waris Khan**  **26/04/1990**  **Pakistani**  **12101-6380108-5**  **South Waziristan**  **Male**  **Ahmad Mobile C.R.B.C Chowk Dera Ismail Khan**  **03005794785 / 03119292239**  [**irfanmahsood1990@gmail.com**](mailto:irfanmahsood1990@gmail.com) |

**Personal Profile**

**Career Objectives**

My short term goal is to get a job in reputed organization, where I can utilize my skills and improve my career path. My long term goal is to be in respectable position in that organization.

**Professional summery**

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| Master in Political Science with 8 years of experience in social, livelihood, development and health sectors projects supervision & monitoring. Successful conducted different types of social & economic baseline survey, household survey and focus group discussion (FGD). Develop and implemented training program and campaign management. |

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| Education Details |
| M.A (Political Science)  Major Subjects : Political Science  Gomal University, D.I.Khan Session 2015 **B.A (Political Science)** Major Subjects : Law, Political Science  DGC No.1 DIK Gomal University D.I.Khan Session 2013  **F.S.C (Pre-Engineering)** Major Subjects : Pre-Engineering  GDC No. 1, BISE D.I.Khan Session 2009 **S.S.C. (Science Group)** Major Subjects : English, Physics, Math’s, Chemistry & Biology  Pak Marine Academy, BISE Karachi Session |

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| **Professional Experience** | |
| **Organization** | **MERF** |
| **Designation** | **District Supervisor Tank / South Waziristan** |
| **Tenure** | **01 Aug 2021 to 31th march 2022** |
| **Job Description** | * Supervision and implementation of Advocacy Communication and Social Mobilization activities in District tank and South Waziristan. * Conduct district level coordination meetings with District health officers and EPI coordinators. * Formation of district communication committee. * Responsible for all field activity planning * Responsible for Reporting to senior managers. * Responsible to manager of field teams activities. * Responsible for completing team-related paperwork. * Writing monthly weekly and daily reports of different activities. * Continues filed visits for supervision monitoring and coordination with government health staff. * Cooperate EPI teams in coverage of Routine immunization’s refusal, defaulter and zero dose children’s. * Conduct orientation sessions with district level key stake holders * Conduct FGD’s in different union councils of concern districts. * Identification of Community structures and there orientation on Routine immunization. |

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| **Organization** | **CHIP TRANING AND CONSULTING PAKISTAN** | |
| **Designation** | | **Union Council communication officer** |
| **Tenure** | | **01 noV 2020 TO 30 MARCH 2021** |
| **Job Description** | | * Responsible for all field activity planning * Responsible for Reporting to senior managers. * Responsible to manager of field teams activities. * Responsible for completing team-related paperwork. * Writing monthly weekly and daily reports of different activities. * Continues filed visits for supervision monitoring and coordination with government health staff. * Cooperate PEI teams in coverage of POLIO’s refusal, defaulter and zero dose children’s. |

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| **Organization** | **Professional Employers Private Limited ( UNDP / LGRU KPK)** |
| **Designation** | **Technical Associate** |
| **Tenure** | **01th September 2020 To 30th October 2020** |
| **Job Description** | **Responsibilities**:   * Assist the TMA in creating linkages with and reporting to the senior management of LGE&RDD in respect of implementation of reforms initiatives. * Assist the TMA in undertaking needs assessment, stakeholder engagement, prioritization, costing, and preparation of Tehsil Annual Development Programmes and annual budgets. * Support TMA in implementation and execution of development plans. * Support in funds releases and execution at local level and assist in expenditure reporting for the perusal of the LGE&RDD. * Assist in rolling out capacity building initiatives for strengthened institutional capacities and in other areas especially geared towards the provision of effective and efficient municipal services. * Assist in rolling out the performance management system at the TMA level for optimizing municipal services. * Support in implementation and execution of development plans will be provided in procurement, recruitment, implementation planning and execution activities. * Build and maintain excellent relationships with TMA. * Be a pro-active team member and responsible to the Team Lead in achieving the objectives of the assignment. * Any other task assigned by the supervisor. |

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| **Organization** | **Professional Employers Private Limited,(UNDP/ LGRU KPK)** |
| **Designation** | **Local Government Ambassador / Youth Ambassador** |
| **Tenure** | **01th December 2019, To 30th August 2020** |
| **Job Description** | UNDP is hiring Youth Ambassadors to implement project activities in the designated districts. The Youth Ambassador will be required:   * To assist District Coordinator in the following: * To conduct fields activities in the designated districts: * Focus Group Discussions * Social Mobilization * Public Meetings * Meetings with office bearers of Political parties * Meetings with students * Any other task as assigned * Reporting of daily activities to District Coordinator * Transmission of all Means of Verifications for all activities to the District Coordinator on time; * Any other task as assigned. |

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| **Organization** | **SRSP - WFP-FFA** |
| **Designation** | **Social Organizer / Data Entry Operator** |
| **Tenure** | **08th October 2016 , 30th August 2019** |
| **Job Description** | I have undertaken the following responsibilities as a social Organizer and Data entry operator during my work with SRSP.   * Introduction and orientation of project to the target community. * Conduct community consensus jirga for need assessment. * Formation of Village Development committee. * Monitor and report daily to the Agency Supervisor on the day to day projects activities and rapidly changing environment. * Keep proper record of activities. * Will be responsible to take and keep records of all activities related photos including the different phases of implementation (Before, During and After). * To identify and report the different project related issues to the agency supervisor. * Allocating tasks to staff. * Solving project related issues. * Transfer data from paper formats into database systems * Type in data provided directly from customers or other parties * Create and manage spreadsheets with large numbers of figures * Verify data by comparing it to source documents * Update existing data * Produce reports * Retrieve data as requested * Perform regular backups to ensure data preservation * Sort, organize and store paperwork after entering data |

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| **Organization:** | **Prime Foundation Pakistan - MCCP Projrct** |
| **Designation:** | **Team Leader** |
| **Tenure:** | **September,2015 to September,2016** |
| **Job Description** | * Responsible to supervisor of field teams activities. * Responsible for the planning & management of Health Camps. * Responsible for completing team-related paperwork. * Responsible for giving prompt and accurate information. * Responsible for Attending and participating in team meetings. * Responsible for Reporting to senior managers. |
| **Organization:** | **Apex Consulting Pakistan** |
| **Designation:** | **District Polio Monitoring Supervisor** |
| **Tenure:** | **March,2016 to Sept, 2016** |
| **Job Description** | * Responsible for all field activity planning * Responsible for Team Distribution * Responsible for Area/Cluster distribution * Responsible for Reporting to senior managers. * Responsible to supervisor of field teams activities. * Responsible for completing team-related paperwork. * Responsible for giving prompt and accurate information. * Responsible for Attending and participating in team meetings. |
| **Organization:** | **Pakistan Red Crescent Society (PRCS)** |
| **Designation:** | **Team leader** |
| **Tenure:** | August, 2010 to January, 2011 |
| **Job Description** | I have undertaken the following responsibilities as a social Organizer during my work with PRCS.   * Introduction and orientation of project to the target community. * Conduct community consensus jirga for need assessment. * Formation of Village Development committee. * Monitor and report daily to the Agency Supervisor on the day to day projects activities and rapidly changing environment. * Keep proper record of activities. * Will be responsible to take and keep records of all activities related photos including the different phases of implementation (Before, During and After). * To identify and report the different project related issues to the agency supervisor. * Co-ordination Meeting with Agriculture office, Army and Political administration. * Allocating tasks to staff. * Solving project related issues. |

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| **Organization:** | **FIDA Organization** |
| **Designation:** | **Social Mobilizer / Distribution Officer** |
| **Tenure:** | **August,2008 to August,2009** |
| **Job Description** | I have undertaken the following responsibilities as Distribution, Social Mobilizer during my work with FIDA.   * NFI kits were transported from the main hub to distribution point warehouse. * Goods are being stored properly and warehouse records are being maintained on daily basis. * To ensure that no illegal items were taken out by the laborers. * To ensure and verify the IDPs computerized data. * To keep proper record of distribution. * Daily distribution Report to Coordinator. |

**Seminar, Trainings and Workshop**

* Two days training completion course in Khwendo kor.
* Fourteen days training completion course in Bacha khan Foundation on Proposal Writing.
* Seven Days training with Nielsen Pakistan.

**Skills**

* Ms Word, Power Point, Excel, Internet
* Ability to write report and develop new project Ideas.
* Highly organized with good time management skills.
* Good community mobilization skills.
* Good project management skills
* Knowledge in monitoring and evaluation of projects.
* Proficiency in computer applications and ability to use software such as MS-Word, MS-Excel, PowerPoint, Google Docs and Internet.
* Excellent team working skills, good organizational and social skills.
* Possess good communication skills both spoken and written.

**Language Proficiency**

**Read Write Speak**

* **Urdu** Easily Easily Easily
* **Saraiki** Easily Not Easily Easily
* **English** Easily Easily Average
* **Pashto** Easily Easily Easily