**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** |

 **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.
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| **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.
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| **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.
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**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