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MUHAMMAD ULLAH

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Seeking jobs in a reputable and renowned organization/company, which provide encouraging and friendly environment to explore my potential in order to further enhance my capabilities and pursue my career in the field of IT or Development, to fully utilize my interpersonal and academic skills, extend my current knowledge, and experience

EDUCATION

1. MSc

Institute: University of Peshawar KPK

Session: 2006

2. MEd (Education)

Institute: AIOU Islamabad

Session: 2010

3. BSc

Institute: University of Peshawar KPK

Session: 2004

4. BEd

Institute: AIOU Islamabad

Session: 2008

5. FSc

Institute: Peshawar Board

Session: 2002

6. SSc

Institute: Peshawar Board.

Session: 2004

7. CT General

Institute: Literacy Department Peshawar KPK

Session: 2007

8. DIT (Diploma in Information Technology)

Institute: Technical Board Peshawar KPK

Session: 2008

WORK EXPERIENCE

:: 9 Years Experience in Benazir Income support programme as Assistant Complaints from 2011 up to 19 May 2020.

Responsibilities:

- ✓ Input Data in Data Base(CMS)
- ✓ Maintaining Record
- ✓ Documentation
- ✓ Public Dealing
- ✓ Facilitation of Beneficiaries
- ✓ Monitoring of field activates
- ✓ Reporting to Assistant Director on prescribed formats
- ✓ Provision of assistance to field staff
- ✓ Regular Visit of the field the along other members of the committee
- ✓ Arrangement of meetings with beneficiary communities
- ✓ Assisted construction team of Retailers.
- ✓ Payment verification.
- ✓ Management of beneficiaries.
- ✓ Compiling reports in MS Excel and other computer applications
- ✓ Processing Different type of Complaints through computer application as well as in the form of hard copies

::6 Years experience as a Principal/Science Teacher in Hira High School Bara Khyber Agency.

Responsibilities:

- ✓ Arrangement of Awareness sessions
- ✓ Educational methods and solving problems.
- ✓ Arrangement of the staff.
- ✓ Allocating of suitable class environment for the students.
- ✓ Arrangement of Transport.
- ✓ Arrangement of the basic health care of the students and staff.
- ✓ Arrangement of Meetings with staff and parents.
- ✓ Data collection
- ✓ Conducting of examination.
- ✓ Management of classes.
- ✓ Reporting to the Principal and Director in prescribed formats
- ✓ Teaching to the students.

➤ 3 Years Experience of Social Mobilization in a joint project "IHP"(Improve Child Health program) with PIAMANA Alumni trust and Save the Children in Khyber Agency.

Responsibilities:

- ✓ Arrangement Advocacy
- ✓ Allocating of the places for CHD in the area
- ✓ Arrangement of Transport and Medicines for CHD Team
- ✓ Arrangement of Medical staff
- ✓ Arrangement of Meetings with the people of area
- ✓ Data collection
- ✓ Conducting of surveys
- ✓ Regular Field surveys
- ✓ Reporting to Agency Coordinator on prescribed formats
- ✓ Provision of assistance to field staff
- ✓ Regular Visit of the field the along other members of the committee

- ✓ Arrangement of meetings with beneficiary communities
- ✓ Assisted construction team on regular basis to address any conflict/
- ✓ Misunderstanding.

➤ Volunteer Work experience in a social work department and 1 year social work certificate from University of Peshawar.

Responsibilities:

- ✓ Regular Field surveys
- ✓ Plantation in different places.
- ✓ Solving communication problems
- ✓ Sanitation.
- ✓ Awareness'
- ✓ Others responsibilities.

Training Workshop

➤ One Month Training With Pakistan BISP.

Training contents:

Social Mobilization	Poverty & Development	Livelihood program
Monitoring & Evaluation	Micro Finance	Natural Resources Management
Enterprise Development	Report Writing	Communication & presentation
Updating in Form B	Social Surveys	Participatory Development

- Training Workshop on "Conflict of interest.
- Training Workshop on "*Tools and Techniques in community Development*".
- Training on "Communication & Presentation Skills"
- Experience and Good knowledge of all I.T applications and Net Working.
- Anger Management.

Training workshop in Allama Iqbal Open University

- 12 days workshop to highlight Education society and Teaching method (AIOU in B.Ed).
 - Workshop to highlight Educational of Gender issues with reference to Pakistani society and different types of teaching etc (AIOU in M.Ed).
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References:

1: Allah Noor

Assistant Director

Benazir Income Support Programme.

Mobile No: 03359464243

2: Yahya Naser

Assistant Director

Benazir Income Support Programme.

Mobile No: 03339132521