**PERSONAL INFORMATION**

**Name: Arif Khan**

**F/Name: Shah Afzal**

**Date of Birth 05/11/1989**

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**Hello: 0092-336-8868266**

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**Email: Arifkhan7878@yahoo.com**

**Address: Shinwari sheikhmal khel Ragha Landikotal District Khyber**

**ACADEMIC QUALIFICATIONS**

Master in social work from university of Peshawar in 2012

***Experience ACADEMIC QUALIFICATIONS***

I did my master degree in Social Work from university of Peshawar & having eight 8 years experience in social development sector & multiple organizations in multi sector projects (WASH, Livelihood, and Health & Education in KPK & EX-FATA of Pakistan.

I have experience in emergency complex projects (Earth quick, flood, conflict) areas response projects. Currently I am working a filed officer in SRSP WASH com Livelihood project in district Kohat. On the basis of knowledge & experience I am suitable for advertise position in your company.

**EMPLOYMENT RECORD**

**Designation: Hygiene promoter**

**Duration: 1st january 2022 to still**

**Organization: Sarhad Rural Support Programme. (SRSP)**

**Location: KOHAT**

**Project: UNICEF wash**

**Responsibilities**

Identification of target refugees camp

Identification of key persons, stake holders, activast and focal person for interaction in refugees camp.

village profiling and knowledge attitude practices (kap) survey in community

Door to door house hold survey for the identification of extreme vulnerable idps (EVIs) and Vulnerable idps (VIs)

Health and hygiene awareness session in each community.

Distribution of hygiene kits in selected refugees.

Wash club formation in Govt primary schools and distribution of hygiene kits in children which are selected

Distribution of VIs tool kits for selected refugees .

Distribution of EVIs tool kits for Extreme vulnerable refugees

Cash disbursement of low cost latrine for EVIs.

Cash disbursement of minor repair for selected refugees.

**Designation: Social Mobilizer**

**Organization: Hashoo Foundation**

**Location: Islamabad**

**Duration: 14th Jan 2021 to 30 September 2021**

**Project: Typhoid campaign Vaccination**

**Donor funded: UNWFP**

**Responsibilities’:**

* Establish initial contact with community for the introduction of the project.
* Identify and reach out to communities, caregivers and children in mobile population in urban slums, diverse ethnic and religious groups and out of school children upto 15 years of age to raise awareness and refer to TCV vaccination centre.
* Engage with communities’ networks and plan/implement social mobilization and community engagement activities in schools public private places, malls, markets, mosques clinics hospitals etc.
* To raise awareness and create demand for the typhoid vaccination before and during the campaign.
* Deal with the community as a front line contact and provide full support to all the relevant teams in smooth execution of the project.

**Designation: Hygiene Promoter**

**Organization: Khyber Pukhtoonkhwa Merged District (KPMD)**

**Location: Khyber Landikotal**

**Duration: 18 April 2019 to 30 September 2020.**

**Project: Mother New Child Health (MNCH)**

**Responsibilities’:**

* Responsible for detailed social mapping of the catchment area in the catchment areas of the target health facilities
* Find out exact population of the catchment area, calculate targets and share them with team leaders
* Develop a detailed and realistic work plan for field interventions
* Facilitate movement of female social mobilizer in target area and provide them all possible support
* Support the female health/Nutrition/Hygiene promoter by door chalking in target area during HH Registration
* Actively develop sensitize and mobilize community volunteers and Health committee groups
* Actively arrange and conduct social mobilization sessions corner meetings and broad- based community meetings and maintain records of these activities
* To actively arrange attend and conduct Jirga meetings with key stake holders and maintain records of these activities

**Designation: Data Entry Operator**

**Duration: 23rd July 2018, To 30 April, 2019**

**Organization: Sarhad Rural Support Programme. (SRSP)**

**Location: South Waziristan**

**Project: WFP**

**Responsibilities:**

* 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
* Perform regular backups to ensure data preservation
* Sort, organize and store paperwork after entering data Prepares source data for entry by compiling and organizing data; establishing priorities; resolving incomplete and unclear data.
* Enters data by operating data entry equipment; coding information; resolving problems.
* Verifies and balances data by correcting reject report and code errors; pulling and returning data to user for correction.
* Completes data management by resolving rushes and troubleshooter problems.
* Maintains unit performance by training data entry operators.
* Accomplishes department and organization mission by completing related results as needed.

**Organization: Sarhad Rural Support Programme. (SRSP).**

**Location: Khyber Bara**

**Designation: Social Organizer.**

**Duration: 25 Jan 2017 to 25 Sept 2017**

**Project: Health & Hygiene (Wash)**

**Responsibilities:**

* Identification of target villages
* Identification of key persons, stake holders, activast and focal person for interaction in community.
* village profiling and knowledge attitude practices (kap) survey in community
* Door to door house hold survey for the identification of extreme vulnerable idps (EVIs) and Vulnerable idps (VIs)
* Health and hygiene awareness session in each community.
* Distribution of hygiene kits in selected beneficiery.
* Wash club formation in Govt primary schools and distribution of hygiene kits in children which are selected
* Distribution of VIs tool kits for selected beneficiery.
* Distribution of EVIs tool kits for Extreme vulnerable idps.
* Cash disbursement of low cost latrine for EVIs.
* Cash disbursement of minor repair for selected beneficiery.

prepare weekly and monthly field progress report. Case studies/success stories, capicity building session plane, weekly activities plane properly responds and decumented all field oral and written complaints.

**Designation: Community Mobilizer**

**Duration: 28, Aug, 2015 to 31 Oct, 2016**

**Organization: Acted Pakistan**

**Project: Wash & Livelihood**

**Location: Peshawar.**

**Responsibilities:**

* Developed material on health & hygiene education.
* Conducted FGD’s with community and formed community protection committees.
* Carried out pre & post KAP baseline survey, data collection and analysis.
* Carried out assessments within field areas to assess the issues pertaining to hygiene.
* Impart sessions to IDP's/ host on significance of health & hygiene practices.
* Worked for the promotion of health & hygiene practices in IDP’s and host community.
* Distributed hygiene kits in IDP’s and hosts.
* Conduct meetings with community elders, stakeholders and community workers.
* Conduct daily pre & post survey for conducting hygiene sessions in community
* Conduct monthly meetings with CPCs and document those meetings reports.
* Prepare weekly and monthly field progress reports, case studies/success stories, capacity building sessions plan, weekly activities plan.
* Impart a short training to all CPCs & submit their written reports.
* Properly responds and documented all field oral and written complaints.
* Assist all hygiene promoters and the line manager in all other issues related to the development and implementation of the caring assistants for beneficiaries.
* Conduct door to door household survey for selection of extremely vulnerable Individuals (EVIs) and vulnerable Individuals (Vis) families for WASH and Livelihoods assistance

**Designation: Social Organizer**

**Duration: Jan, 2015 to Aug, 2015**

**Organization: Alfalah Development Foundation (ADF) Peshawar**

**Project: Health & Hygiene (Wash)**

**Location: Bannu**

**Responsibilities:**

* Focus Groups Discussions (FGD's) with community and stake holders.
* Identification of key persons, stake holders, activist and focal persons for interaction in community.
* Villages profiling and Knowledge attitude Practices (KAP) survey in community.
* Conduct door to door household survey for selection of extremely vulnerable Individuals (EVIs) and vulnerable Individuals (Vis) families.
* Identifies and formed of Interest Groups in target communities.
* Practical Participatory Rural Approach (PRA) in community and used PRA tools and techniques
* Identifies, select, formed and proper training of WCs in community
* Identified, selects and proper trained masons, entrepreneurs and sanitary marts
* Data collection regarding health hygiene in community
* Documentation of best practices & successful case studies..

**Designation: Supervisor**

**Duration: October, 2014 to December,2014**

**Organization: Fata Disaster Management Authority (FDMA)**

**Project: Health & Hygiene (Wash)**

**Location: Bara**

**Responsibilities:**

* Focus Groups Discussions (FGD's) with community and stake holders.
* Identification of key persons, stake holders, activist and focal persons for interaction in community.
* Villages profiling and KAP survey in community.
  + Conduct door to door household survey for selection of EVIs and VIs families for food.

**Designation: Tehsil Temporary support person (TTSP)**

**Duration: April, 2014 to Sept, 2014**

**Organization: WHO**

**Project: POLIO**

**Location: Peshawar**

**Responsibilities:**

* Monitoring of running activities regarding health issues,
* Provision of solution of the relevant problem
* Strong coordination with upper management
* Daily, weekly and monthly reporting to Line manager.

**Designation: Supervisor**

**Duration: April, 2013 to March, 2014**

**Organization: Save the Children Children**

**Project: Education**

**Location: Peshawar**

**Responsibilities:**

* Working in closing coordination with parents of enrolled students
* Responsibility for effective school and class room management
* To work to multiply the enrollment of kids (IDPS) in concerned community
* Responsibility to create conducive teaching learning environment where the students will get education as per desired format of the Save the children and respective government education department.

**Best Achievements**:

Successful performance evaluation in both National/ international organizations

* **KPMD Mobilize for vaccination (4000) families**
* **Acted Pakistan 1500 Flush laterin**
* **Hashoo Foundation Mobileze 30000 HH f 30000 HH for Typhoid vaccination**
* **Alfah Development Foundation 500 pour flush laterin**
* **Save the Children 700 children parents mobilize for education.**

**Skills:**

* Good communication /presentation skill
* Good door to door Survey / Data collection on community base
* Ability to Work Under Pressure
* Time Management
* Conflict Resolution
* Teamwork
* Computer, internet browsing
* Reporting writing

**Languages:**

English, Urdu, Pashto.

**References:**

1. Kifayat Ullah

**Designation**: Project Coordinator -ADF

**Email**: kifayatullah3@gmail.com

**Contact No**: 0344-9055748

**Dr. Noor Zaman**

Designation: Project Officer- ACTED PAKISTAN

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