



Muhammad Khalid

Personal Information	Father's Name: Said Man Shah N.I.C: 14301-3703387-7 Date of Birth: 03 April 1990 Permanent Address: Doctor Banda, P/O Box Kohat Cant C/O Haji Faqeer and Babu Karyana Store Opp Zargaran Bazar near Tehsil Gate Tehsil Dist Kohat. Religion: Islam Domicile: Kohat Mobile # 03339636107,03339618309 Email Address: khalidkt107@gmail.com																				
	To work in a challenging environment, where I can enhance my Skills and abilities in a professional way, and could also acquire a Practical exposure of my relevant field for the accomplishment of organizational goals.																				
Field Of Interest	Management, Operating and Marketing																				
Academic Qualifications	<table border="1"><thead><tr><th>Degree/Certificates</th><th>Board/University</th><th>Session</th><th>Subjects</th></tr></thead><tbody><tr><td>MBA</td><td>Gomel University</td><td>2021</td><td>HRM</td></tr><tr><td>BA</td><td>Allama Iqbal open university Islamabad</td><td>2013</td><td>General</td></tr><tr><td>F.A</td><td>BISE Kohat</td><td>2011</td><td>Humanities</td></tr><tr><td>Metric</td><td>BISE Kohat</td><td>2007</td><td>Arts</td></tr></tbody></table>	Degree/Certificates	Board/University	Session	Subjects	MBA	Gomel University	2021	HRM	BA	Allama Iqbal open university Islamabad	2013	General	F.A	BISE Kohat	2011	Humanities	Metric	BISE Kohat	2007	Arts
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Experience

➤ **Third Party Field Monitor (TPFM) at Micro-Merger District Orakzai.**
(June 2021 to May 2022)

Job Descriptions.

- Independent monitoring of all phase's pre intra and post campaign activities and reporting on daily basis.
- DPEC meeting.
- AICs & teams training.
- Micro plan disk review and filed validation.
- Monitoring of AICs & polio teams and house hold clusters.
- PCM (post campaign Monitoring).
- NA, Refusals house hold verification.

➤ **Union Council Polio Officer at World Health Organization at UC Nasrat Khel.**

(Dec 2018 to February 2021)

Job Descriptions.

- Pre-campaign Micro-planning: - Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping.
- High-risk areas in the specific UC. Assist in selection of appropriate vaccinators as per given.
- Criteria and in their distribution as per need. Trainings: - Assist the DPEOs and district trainers in Planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
- Campaign Implementation Monitoring: - Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO Data collection: and analysis: - Collect and collate the tally sheet data from the area of responsibility.
- On daily basis. Ensure proper implementation of SIAs with special attention to hard-to-reach areas.
- And under- served high risk populations. Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the Campaign.
- Participate in preparation of realistic catch-up plans for missed children and monitor their implementations. Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/market survey results. Facilitate the work of Independent Monitors.

➤ **Four months Internship in Zakat & Usher Department Orakzai Agency.**
(01-07-2011 To 31-12-2011)

Job Description:-

- Processes forms or applications to ensure accuracy and completeness; computes or verifies data, fees or payments, enters data and forwards or files paperwork.
- Files documents and may be responsible for developing or modifying filing practices, including use of electronic rather than paper records.
- Coordinates and organizes meetings, and other department activities and functions. May schedule or obtain use of rooms and may set up rooms and equipment for use.

	<p>➤ Data Entry Operator in Citizen Damage Compensation Program (NADRA), District Hangu. (17-01-2012 To 16-04-2012)</p> <p>Job Description:-</p> <ul style="list-style-type: none"> • Records data by operating data entry equipment; coding information; resolving processing problems. • Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry. • Apply data program techniques and procedures. • Generate reports, store completed work in designated locations and perform backup operations. • Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors. • Any other duty assigned by Authorities related to IT. <p>➤ BDC Assistant in Benazir Debit Card Program Implemented by (NADRA), Kohat. (18-04-2012 To 27-04-2013)</p> <p>Job Description:-</p> <ul style="list-style-type: none"> • Assistance in Activation of BDC Card • Card manipulating and maintaining Record both Manual & Digital system. • Support to BDC card holders and solution of all queries regarding BDC card. • Proper documentation of Complaints received and solved. <p>➤ Telenor Franchise G.T Road Peshawar. (06 Months)</p> <p>Job Description:-</p> <ul style="list-style-type: none"> • Information about connection (Packages, Card loading, Sim activation etc.) • Handling Complaints and find their solutions. <p>➤ 10 Days Workshop For FATA Youth Conducted By ASK Development. (Different Sessions was held about)</p> <ul style="list-style-type: none"> • How to develop Public Relation. • How to improve personal Development.
<p>Computer & Working Skills</p>	<ul style="list-style-type: none"> • MS Office (Word, Excel, Power point, Outlook) • Computer Assembling, HD Partitioning, Networking, • Flexible Behavior, Communication, Quick Learner, Analytical Skills. Team Leader • Good Problem-solving Skills. • Fluent in English, Urdu and Pashtu Languages.
<p>References:</p>	