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RESUME

**Name** : Kaleem Ullah

**Father Name** : Shah jehan

**Date of Birth** : 01-02-1985

**Domicile** : Swabi

**Union Council** : Sard cheena

**CNIC** : 16201-1484680-5

**Cell Number** : +92-3468305533

**Email** : imkaleem1@gmail.com

**Mailing Address** : Village & p/o Bazargi Tehsil Lahore Distt Sawabi, KPK,Pakistan

**Academic Qualification**

**SSC:** Board of Intermediate and Secondary Education Peshawar (2002) **F.A:** Board of Intermediate and Secondary Education Mardan (2004) **B.A:** Allama Iqbal Open University Islamabad (2008)

**M.Sc:** Mass Communication. (AIOU). Islamabad (2014)

**Experience**

**Organization: CHIP TRAINING & CONSULTING Job Location: UC Sard Cheena District SWABI**

**Position : Union Council Polio Officer (UCPO) till 28 February 2021**

**Familiarity**

**Operating Systems** : Microsoft Windows

**Office Suits** : Microsoft Office 2003, 2007, Inpage 2008.

: Knowledge of Computer Hardware & software installation.

: Full command on using Internet **Prime roles and responsibilities include :**

1. Data collection of PRE, INTRA & POST campaign from assigned area
2. To assist the PDA in official work.
3. To collect the AFP surveillance data from UCs and to share it with PDA and provincial office.
4. To give training to field monitors about how to share the campaign data with divisional office.
5. To assist PDA in all the financial activities of divisional office.
6. To Collect Weekly PEI-EPI report and share with PDA.
7. To collect weekly active site and Zero report from UC and to share it with PDA.

**Cover Letter**

**CHIP TRAINING & CONSULTING**

**Subject: Application for the post of UCPO-KPK-Khyber-Landi Kotal-Tirah Bazar B**

Dear Sir/madam,

I am very much interested in the post advertised at your esteemed organization.I worked as (UCPO) at

Union Council Sard Cheena District Swabi. However, my contract with CTC concluded on 28 October

,2021.As UCPO, I have vast experience to my credit in the Polio eradication program at union council level. In addition, I have worked as assistant district surveillance, during that experience I secured full command on AFP surveillance at district and tehsil level.

Keeping in view my education and experience with CTC/WHO, I find myself suitable and competent candidate for the post cited in the subject line,

I have a very nice and learning experience with CTC, and want to pursue my career with your organization. I expect a positive response from your side. Please accept my resume and letter for the post. My CV and CNIC are enclosed with this letter. I am available for a test and interview at your convenience.

Regards, Sincerely, Kaleem ullah 03468305533



