



CURRICULAM VITAE

Khalil ullah

Apply for the post of Data Assistant

Permanent address: Village Khamrang Tehsil Birmal, T.D. South Waziristan.

Contact # 03003525128

E-mail: khalilwazir2@gmail.com

OBJECTIVES:

To join a dynamic Government & Non-Government Organization Where I can build my career through my abilities and prove myself as an Energetic, enthusiastic and career orienting person under all circumstances.

To work in an organization where I can apply and enhance my various technical, management and decision –skill to help serve humanity in the best possible manner.

Skills & Achievements: *A results-focused, quality driven professional Manager and Supervisor with extensive experience in managing and communication planning with excellent forecasting and analysis skills. Advanced presentation skills at different forums and levels with relationship-building abilities with a track record of improving the given tasks with the even best performance to ensure profit turnarounds. High level interpersonal communication, convincing and negotiation skills.*

PERSONAL INFORMATION:

<i>Father's Name:</i>	<i>Dr. Ghulam Waziri</i>
<i>Date of Birth:</i>	<i>05/01/1987</i>
<i>Blood Group:</i>	<i>B+ Positive</i>
<i>Religion:</i>	<i>Islam</i>
<i>Nationality:</i>	<i>Pakistani</i>
<i>CNIC No:</i>	<i>21708-8857655-3</i>
<i>Marital Status:</i>	<i>Married</i>

EXPEREANCE:



Polio Eradication Initiatives



Organization: World Health Organization (WHO) **Location:** Tehsil
Birmal T.D. South Waziristan. Designation: CHW

Tenure: April 1st 2019 Up To Date

Duties & Responsibilities/Major Task

1. Pre-campaign

A-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.
- Assists in monitoring of timely distributions of DDM cards. Ensure that cards are filled properly and upon completion of campaign their submission to the provincial office for further processing.
- Follow up and report to PEO on timely payment of incentives to the frontline workers.

B-Trainings:-

Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.

C- Partnership and Coordination: Promote partnership with all influencing factors at UC level in support of SIAs.

2. Campaign Implementation

A-Monitoring:- Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO B-Data collection: and analysis:-

□ 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.

3-AFP surveillance:

□ Collection and submission of weekly zero reports from all HCFs in their UC to DHO every Monday. □ Visiting all priority 3 AS sites and assigned informal healthcare providers, to inquire about AFP cases □ Visiting all health facility Focal Persons in the UC to inquire about AFP cases recently admitted □ Immediate reporting of any AFP case found to the PEO/ DSC □ Facilitating in AFP cases investigation and stool sample collection □ Any other task assigned by the Provincial Team Leader.



Organization: Chip Training and Consulting (CTC) **Location:** Tehsil Birmal T.D. South Waziristan

Designation: COMMUNITY HEALTH WORKER (CHW)

Tenure: April 2016 Up To 1st April 2019

Duties & Responsibilities/Major Task

Planning and Organizing:

- *In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensuring communication and social mobilization planning is included in UC micro-plans of the highest quality.*
- *Identification of UC-level activities for inclusion in District level communication plan and communication with District Health Communication Support Officer (DHCSO)*
- *Identification of IEC requirements and distribution plan and coordination with necessary partners for ensuring implementation*
- *Ensuring influential religious leaders, elders, etc. which are included in team micro-plans*
- *Participation in DPEC meetings and support development and implementation of UC social mobilization plan.*
- *Identification of “Underserved Communities” and tracking their vaccination status.*
- *Identification of “High Risk Groups and High Risk Areas”*
- *To ensure effective communication on movement of high risk groups to UCOs/DHCSO/DMO in other districts where underserved groups are moving*
- *Supportive Supervision in the preparation of Micro Plans.*
- *Coordination with concerned to assign vaccination teams for migrants/nomads/slums & congregations*

Implementation & Monitoring (Mapping):

- *To create and manage a network of reliable ‘informers’ with contact details of incoming migrants/laborers, nomads, temporary slum dwellers, etc.in all revenue villages of the UC*
- *Identification of religion/cultural belief system/behaviors and accordingly use of this to feed into communication material/ strategies and planning*
- *Holding community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI*
- *Monitoring of Area Supervisors and the activities conducted by them.*
- *Conduction of UC-level meetings and events with leaders before each campaign to motivate and mobilize them*
- *Support Government Partners during Polio rounds to cover missed households.*

Leading and Supervising for Social Mobilization:

- *Supporting Area Supervisors (AS) in creating awareness and educating the community about on-going activities for polio eradication and routine immunization*
- *Supporting AS in identification of HRMPs.*
- *Facilitating Induction Trainings as well as all Refresher Trainings with the help of Line managers*

Relating and Networking (Community engagement):

- *Identification and motivation of religious leaders, elders, schools and other local influencers at the UC-level and particularly in resistant pockets, to support Polio Eradication Initiative (PEI) activities*
- *Developing partnership with the UCMO/Supervisors/health workers/NGOs to plan and implement social mobilization/IEC activities for the polio rounds and routine immunization for underserved groups*

Data-based planning of interventions:

- *Interpreting AS data for planning specific interventions and assisting AS in the implementation*
- *Collection, interpreting and analyzing data on polio and routine immunization*
- *Identification of influencer(s) to support team during vaccination and to mobilizing religious leaders, schools, Lady Health Workers (LHWs) and other local influencers at the block level and in resistant pockets.*
- *Maintaining regular contacts with occupational leaders/contractors of labors and brick kilns for IPC (interpersonal communication) and utilizing them as influencers to mobilize migrants and nomads for vaccination during Routine Immunization & Supplementary Immunizations*

Reporting / Output:

- Weekly feedback to AHCSO/DHSCO on progress, constraints and performance.
- Detailed monthly plan by the 1st of every month.
- Detailed micro-plan of AS activities including Polio round as well as routine immunization sessions and survey of migratory movements, nomads, slums & their coverage through immunization activities.
- Reporting forms and formats latest by the 2nd of every month.
- IEC bills and vouchers as per deadlines set by Management Contractor.
- Development of Social Maps and Social Profile for concerned UCs



Polio Eradication Initiatives



OIC (Office In Charge)

Tenure: For the last Fifteen Months, remained as “Office In Charge” in the absence of District Health Communication Support Officer (DHCSO) - the immediate supervisor.

Duties and Responsibilities/Major Tasks:

- Supervision and monitoring of UCOs/US and Area Supervisors for missed children coverage in the district/agency.
- Monitoring and facilitating of teams training with special focus on IPC components.
- Supervision and monitoring polio campaigns.
- Presenting issues and challenges regarding communications during the daily evening meetings at agency levels.
- Giving support in covering maximum number of missed children post campaign
- Updating missed children logbook in a compiled form after every campaign
- Ensuring the social profile data of HR groups representing the influx/ out flux of people in Agency.
- Participation in TPEC/DPEC meetings and presenting communication & social data of HRGs.
- Support in the emergency response to new polio cases and newly infected areas in the province.
- Arranging Trainings for both Area Incharge and Community Health Workers.



Polio Eradication Program

Organization: Chip Training and Consulting (CTC)

Location: Tehsil

Birmal T.D. South Waziristan

Designation: C.H. W WORKER

Tenure: April, 2019

Duties and Responsibilities/Major Tasks:

- Supportive Supervision in covering children on move especially the refusing families
- Corner meeting/IPC, one to one session, waiting areas of major bus stops/ railway stations/hospital OPDs, etc.
- Distribution of IEC / promotional material for PEI / EPI / health and hygiene (FAQs, leaflets etc.).
- Capacity building of vaccination teams in IPC and vaccine management SOPs

- *Monitoring of vaccine management SOPs implementation by vaccinating teams, reporting on gaps/ challenges.*
- *Conduction of megaphone announcements where required.*
- *As per tools, data gathering, compilation and timely submission to supervisor.*
- *Mobilization Activities in Different School and Madrasas.*
- *Meetings with Religious Leader, Community Members, Principals and Teachers.*
- *Teams Training for Polio Campaign.*
- *NA and Refusal Coverage in specified days.*
- *Campaign Monitoring in the form of clusters.*
- *Post Campaign Monitoring in the form of clusters and also as a guide for LQAS takers*
- *Involvement in TPEC Meeting with Political Administration.*

1st Level Supervisor in Routine Immunization:

- *Conveying of the required materials to the Kit Station*
- *Solving any issue in the field like coverage of refusals agreeing and convincing of People to routine immunization etc.*
- *Identifying and reporting any AEFI (Adverse Events Following Immunization)*
- *Identifying and arranging sites for vaccination which could be easy for access.*

As a Co-Responsible during OPV Campaigns:

- *Helping in deployment and distribution of teams with Area in charge*
- *Compilation of Tally Sheets and their sending to DSC*
- *Tally Sheets analysis*
- *Supporting the Tally sheets to Polio Control Room District Tank*
- *Identification of high risk groups (HRG) and making policy for their vaccination.*
- *Tracking and Vaccinating the Not Available children*

Organization: *Community Appraisal and Motivation Program* **Location:** *South Waziristan District*

Designation: *Program Officer*

Tenure: *March;15-2010 To Nov21-2013*

Duties and Responsibilities.

- *Education Awareness Session in Different Community gathering*
- *Meetings with different communities to discuss the faced problems with their possible solutions*
- *Office Maintenance.*
- *Discussion in communities on “Women Rights” to avoid them of the present violation and entertain them as possible*
- *To motivate communities against mass-corruption*
- *Identification of loathe of “Bribe” as the major cause of criminals.*
- *Student motivation and guiding them how to get education despite extreme poverty!*
- *Counseling with “Ulamas” to smooth their “Madrassa System” of anti-state agents and the likes.*
- *Holding motivation Programs about “Purified Water” and giving guidance on “Dairy Products”*
- *Developing “Self Supporting Communities” to pave roads and other ways of life with their own assistance and technical support from Non-Governmental Organizations.*



Organization: *Sustainable Plains Development Program*

Location: *South Waziristan District*

Designation: *Project Manager*

Tenure: *Feb; 1, 2008 to March;13,2010*

Duties and Responsibilities:

- *Provision of -site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones regarding “Dry Land Orchards” in the less privileged areas.*
- *Managing all aspects of multiple related projects in connection of “Agriculture” to ensure the overall program is aligned to and directly supported the achievement of strategic objectives*
- *Reporting on project success criteria results, metrics, test and deployment management activities*
- *Working creatively and analytically in a problem-solving environment demonstrating teamwork.*
- *Preparation of estimates and detailed project plan for all phases of the project (from initiation to boosting).*
- *Monitoring staff performance and completion of staff performance reviews*
- *Provision of status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership in all walks of life but agricultural in particulars.*
- *Participating and/or driving feasibility studies, vendor selections and proposals for evaluation by appropriate key stakeholders.*
- *Defining success criteria and disseminating them to involved parties throughout project and program life cycle*
- *Ensuring that projects and programs are according to scope, schedule, budget and standards on agricultural basis.*



Organization: Sustainable Plains Development Program

Location: South Waziristan District

Designation: Assistant Project Manager

Tenure: March; 2, 2007 to Feb; 01, 2008

Duties and Responsibilities:

- Meetings with Political Administration for the potentials of community and also for the co-operation where needed in the field.
- Meetings with Community Elders, Religious Leaders, Principals.
- Field Staff & Field Supervision of Different Farms which were established by the organization
- Adopting 'pocket area' approach to focus on the production of specific crops in identified production zones, providing the necessary facilities, inputs and extension services.
- Improvement of water management practices in collaboration with irrigation and water management authorities, by introducing efficient water use technologies, and constructing small dams, ponds and reservoirs.
- Formulating a technical assessment of groundwater resources and reclamation of cultivable wasteland through dryland agriculture to provide access to quality farm inputs.
- Introduction of the use of bio-pesticides and the involvement of women in service delivery.
- Introduction of performance-based budgeting, building the capacity of all players in the agriculture sector, developing human resources and up-scale the skills of technical staff.



Organization: Sustainable Plains Development Program

Location: South Waziristan District

Designation: Farm Manager

Tenure: Oct; 6, 2006 To March, 01, 2007

Duties and Responsibilities:

- Meeting with Community Members for Agricultural Activities.
- Supervision of Different Agricultural Appliances in field.
- Distribution of Fertilizers in Different Areas according to the demand or as per policy of organization.
- Supervision of Solar System where installed in the field (Irrigation Solar System).
- Registered Farmers Trainings for Agricultural Improvement.
- Supervision of laborers in the fields/gardens.
- Arrangement of food stuff for the deployed staff.

Trainings:

- Chip Master Training for Master Trainers at National Club Dear Ismail Khan

- *Community Engagement Training at FATA Secretariat, Peshawar*
- *12 days training about grouping of vegetables in walk in plastic tunnels at different cities of KPK and agriculture research centers*
- *03 Days TOT Training At Shelton Green Hotel Peshawar in Feb;2017*
- *03 Days TOT Training At National Club Dear Ismail Khan in Feb;2018*
- *03 Days 1st Aid Training In Red Crescent and Red Cross in FC Cantt; SWS Wana SWA*
- *Different Refresher Training at different locations during “Social Mobilizer”, “Area Supervisor” and “Unit Supervisor”*

COMPUTER SKILLS

Good control over computer automation (windows XP, MS Office, MS Excel and Power Point)

REFERENCES

- *Mr. Noor Zali Khan*
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پاکستان احمر پاکستان

FIRST AID CURRICULUM

**First Aid and Pre-Hospital
Emergency Care Department**

PAKISTAN RED CRESCENT SOCIETY

National Headquarters, Islamabad

Endorsed by Ministry of National Health Services Regulation and Coordination Pakistan
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Introduction To RC/RC Movement

Acknowledgements

First Aid is the flagship of the Red Cross Red Crescent Movement, and was the basic foundation of the movement in 1863. The Pakistan Red Crescent has been providing First Aid Services since its inception in 1947. The Pakistan Red Crescent's First Aid Program was expanded in 2016 to 93 districts all across Pakistan, whereby PRCS First Aid Trainers imparted First Aid Trainings in educational and other institutions. In 2018, Pre Hospital Emergency Care component was adopted and PRCS FA Trained Volunteers are also responding to emergencies as a part of trained First Aid Responder Teams.

The PRCS First Aid Curriculum was formally drafted by the First Aid Technical Committee, which includes First Aid Experts from the 5 provincial branches of PRCS, AJK and Merged Areas. The curriculum is in line with the Global First Aid Reference Center's International First Aid and Resuscitation Guidelines, which are evidence based scientific guidelines developed by a team of experts with consensus and inputs from the national societies all over the world. The PRCS FA Curriculum was customized in accordance with local Pakistan context and was updated in consultation with Ministry of National Health Services, Regulations and Coordination. A lot of efforts went into drafting and editing this first edition of the curriculum. Many of the experts are not working with the Movement any more but we will always be thankful to them for their efforts. I would like to

acknowledge our panel of experts from PRCS Provincial chapters including Kanwar Waseem, Dr Imran Khan, Dr Khalid Kibria, Tufail Khan, Dr Rizwana, Sajid Ali Khan, Bushra Nadeem, Yasir Josh, Iftekhar Ahmad, Arman Shah and Muhammad Salman. I would like to thank Dr Riaz Ahmad, Dr Amna Khan and Dr Fatima Amin from the FA team at National Headquarters, PRCS Senior Management for their support and guidance, Media Department PRCS for designing. I would also like to thank ICRC for their technical and financial support, without which this publication would not have been possible, Dr Samrah Mazhar from the Ministry of National Health Services Regulations & Coordination and GFARC team for their guidance. And of course, PRCS District

First Aiders who will be implementing these guidelines in the field in addition to countless individuals

who will hopefully use this information and skills to save lives.

Dr Adeel Nawaz

Head of Health department
Pakistan Red Crescent Society.

Introduction To RC/RC Movement

RC/RC/History:

A Swiss businessman named Henry Dunant (8 May 1828, Geneva – 30 October 1910, Heiden), witnessed the sufferings, agony and death of the thousands of soldiers after the Battle of Solferino on 24th June 1859. After the battle between the Austrian and Franco-Sardinian armies, about 40,000 wounded, dying and dead soldiers remained on the battle field. Existing medical units did not have enough personnel or material resources to help all. Dunant initiated a relief action and encouraged the local population to help all the wounded regardless of their side in the conflict. The following words rang out: "Siamotutti fratelli" (We are all brothers). Dunant described what he had witnessed in a book titled "A Memory of Solferino" that was published in 1862. In the book he stressed: the need for founding relief societies that would in time of peace train volunteers who would assist the medical services of armed forces in time of war; the protection of all wounded soldiers regardless of their side in conflict; and concluding international contracts that would regulate the work of the medical personnel and relief societies as well as respecting of their neutrality. World Red Cross Red Crescent Day is marked on 8th May every year to honor Henry Dunant, the founder of the International Red Cross and Red Crescent Movement.

Important years

1859 – Battle of Solferino

1863 (17th February in Geneva) the Committee of Five founded the International Committee for Aid to Wounded Soldiers that was in 1876 renamed to International Committee of the Red Cross

1863 – At the international conference in Geneva representatives of 16 governments and 4 private organizations adopted 10 resolutions, and thus founded the International Red Cross Movement (today the International Red Cross and Red Crescent Movement). States were encouraged to establish national relief societies (today National Red Cross and Red Crescent Societies) and extend their patronage to them. It was also decided that members of relief societies shall wear as a uniform distinctive sign, a white armlet with a red cross. The International Red Cross and Red Crescent Movement was founded and exists by the will of states

RC/RC Components

The 192 National Red Cross and Red Crescent Societies, the International Committee of the Red Cross and the International Federation of Red Cross and Red Crescent Societies together constitute the International Red Cross and Red Crescent Movement.

The mission of the International Red Cross Red Crescent Movement:

- ü to prevent and alleviate human suffering wherever it may be found,
- ü to protect life and health and ensure respect for the human being, in particular in times of armed con

International Committee Red Cross founded in 1863

promotes international humanitarian law officially recognizes the National Societies it carries out operational activities to protect and assist victims of armed conflict and internal violence.

National Societies

provide assistance to victims of con_lict and disaster

conduct activities in favour of the most vulnerable

cooperate with the ICRC and the International Federation renders health services/ social activities

(like the Pakistan Red Crescent Society) act as auxiliaries to the public authorities of their own countries in the humanitarian _field and provide a range of services including **disaster relief and health and social programmes. Founded in 1919**

directs and coordinates international assistance of the Movement to victims of natural disasters

ü promotes National Societies' activities

ü contributes to capacity building of National Societies

ü directs and coordinates international assistance of the Movement to victims of natural and

manmade/technological disasters, to refugees and in health emergencies

Fundamental Principles Of The Movement

The Fundamental Principles are the result of a century of experience. Proclaimed in Vienna in 1965,

they bond together the National Red Cross and Red Crescent Societies, the International Committee

of the Red Cross and the International Federation of Red Cross and Red Cross and Red Crescent Societies, and guarantee the continuity of the Movement and its humanitarian work

Seven Fundamental Principles are:

Humanity

Impartiality

Neutrality

Independence

Voluntary Services

Unity

Universality

PAKISTAN RED CRESCENT SOCIETY

National Headquarters, Sector H-8, Islamabad

Ph: 051 9250404-5 Fax: 051 9250408

ACADEMIC QUALIFICATION

Examination	Roll No	Sessions	Marks	Div	Board / University
SSc	71541	2005/A	633/1050	2 nd	BISE Bannu
F.Sc	20980	2007/A	648/1100	2 nd	BISE D I khan
B.Se	2127	2009/A	322/550	2 nd	Gomal university D I khan
D I T	165998	2019/A	1019/1400	1st	T B Peshawar
I T	I T	2019/2020	6 months	ist	Iqra National University Peshawar
C.I.T	C.I.T	2020/A	6 months	1st	N.A.C Tank

LANGUAGE

- ❖ English: writing speaking
- ❖ Urdu: writing speaking
- ❖ Pashto: writing speaking

EXPERECNCE

- ❖ One year experience as a Teacher in private school
- ❖ Two year experience as a polio program W H O
- ❖ One year experience as a Pakistan read crescent
- ❖ One year experience as a Certificate Waziristan Institute
- ❖ One years experience as a Heath Department
- ❖ Still I have work Peoples project W H O

SKILL

- ❖ Microsoft Word
- ❖ Microsoft Excel
- ❖ Microsoft Power Point
- ❖ Ms Access
- ❖ In page Urdu
- ❖ Adobe Photoshop
- ❖ Coral Draw
- ❖ Networking
- ❖ Internet
- ❖ Freelance
- ❖ Hardware

HOBBIES

- ❖ Cricket T , Football ,Reading Books