**Mr. Sajid Ullah** 

**Contact:** sajidsardar001@gmail.com**, +923339978177, Bro +923119044415 &+923063510005**

**Nationality: Pakistani**

**Permanent address: Nano Tehsil & Post Office Sarwakai South Waziristan Tribal District Pakistan.**

**Personal Statement:**

I am a qualified professional MBA in Finance and also Graduate of Business Administration, who has more than Five years’ experience in the different Fields. My knowledge and experience in large organization such as World Health Organization **(specialized agency of United nations that is concern with international Public Health), CHIP training and consulting** and Zong **(China Telecommunication Company)** has evolved my personality into being a professional.

**Experience:**

|  |  |
| --- | --- |
| **Designation** and **Tenure** | **Description** |
| **Tehsil campaign support person** **(World Health Organisation)****(CHIP Training & Consulting)****September: 2015 to February 2021****Tehsil Polio Officer** **March 2021****Present** **(CHIP Training & Consulting)** | * Desk review and field validation of micro plan at Districts level.
* CMCC (Civil military coordination meeting) before each campaign.
* DPEC (District Polio eradication committee meeting) 15 days before each campaign.
* Districts Campaign Readiness Meeting before each campaign.
* Districts Post Campaign Review Meeting after campaign.
* Meeting with key influencer of community for supporting refusal coverage.
* Review and revision of social mapping and profiling with influencer
* Monitoring of Pre-campaign Social mobilization Activities.
* Micro Plan Quality assessment on ODK Online software(Smart Phone)
* Implementation, Supervision and Monitoring of Polio Campaign.
* Ensure timeliness distribution of the logistic & keep or maintain record.
* Community based AFP Surveillance system (formal & informal health care provider)
* Establishing a Zero Reporting Network for AFP surveillance.
* Monitoring and supervision of Union Council Polio Officer.
* Market Survey of Post campaign monitoring.
* Post campaign of e-LQAS (Lot Quality Assurance Sampling) to check the Quality of campaign. Use ODK online Software.
* Monitoring and Supervisions of UPEC Meeting before each campaign.(Union council Polio Eradication Committee Meeting).
* Campaign monitoring intra campaign HH cluster, Team and Area supervisor monitoring checklist for quality campaign.
* Post campaign Assessment.
* Develop Detail Pre-During & Post Campaign Reports submit to senior IO.
* Ensure logistic distribution at Districts level. (Vaccine, Finger marker, chalk, ice, dropper, poster and banner, mask and hand sanitizer etc.)
 |
| **Union Council Polio Officer****(World Health Organisation)** **Feb: 2015 to August 2015** | * Attend UPEC meeting before 15 days of campaign.
* Ensure 100% Micro Plan Desk & Field validation at UC level.
* Ensure 100% trained team members above 18Yrs.
* Desk & field validation of all micro plan according to standard format and share onward
* Monitoring and supervision of all “AIC and TEAM” training session and report submission to onward.
* Assist of Monitoring of timely distribution of DDM cards..
* Data analysis of each campaign and shared onward.
* Reporting readiness on standard format according to NEAP indicator and share onward.
* Monitoring report consisting of team deployment, vaccine status & presence of must member.
* If found any poor covered are, missed area & NT ensure sweep/redo by AIC.
* Initiate sweep/redo according to (7HH) cluster result and report submit onward.
* Attend Daily Evening review meeting at UC levels for every SIAs and record findings/observation for corrective action on the following next day of campaign..
* Submit NA covered report on 7th and 14th days of campaign to DEOC.
* Ensure at least 50% same day coverage 95% NA coverage and refusal coverage.
 |
| **Finance Manager** **(Zong Pakistan)****June 2012-July 2013** | * Obtained deposited slip and verifying transaction information; computing charges verifying cheque and mailing invoices for cards, Sims and load issuance.
* Keep and maintain records receipts and payments on daily basics.
* Prepared profit and loss statements and monthly closing and cost accounting reports.
* Every month prepared and submission of financial reports, cash flow statements and reconciliation of key accounts and adjusting the Trial Balance.
* Prepared bank reconciliations statement and accounting schedules.
* Preparing commission base salaries of the staff on monthly basis.
* Repairing monthly expenses reports.
* Randomly cross verification transaction of all the SOs.
 |

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Status/CGPA** | **Institution** | **Passing Year** |
| **Master of business Administration** | **3.00/4.00** | **Institute of management sciences Peshawar Pakistan**  | **2012** |
| **Bachelors of business administration** | **3.23\4.00** | **Qurtuba University Dera ismail khan Pakistan**  | **2009** |
| **Diploma of commerce**  | **Commerce**  | **Govt management and commerce college D I Khan Pakistan**  | **2006** |
| **Matriculation**  | **Science**  | **Govt higher secondary school D I khan Pakistan**  | **2004** |

**COMPUTER SKILLS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Diploma of information technology**  |  | **Above 60%**  |  | **Government management and commerce college d I khan Pakistan** |

 |

**LANGUAGE SKILLS: English, Urdu and Pashto**

**Personal Detail**

Father Name Sar Daraz Khan

Date of Birth 01st February1988

Nationality Pakistani

**ACKNOWLEDGEMENT:** The above mentioned details are true to the best of my knowledge.

References:

**Mr. Umar Dil Polio eradication officer (WHO) SWTD Contact # 03349066003 email:** udwazir08@gmai.com **Dr. Asad baig Area Coordinator (WHO) SWTD contact# 0349 2393356, 03060207988 email: baiga@who.int Dr. Burhan HRMP focal person Ex-Fata (WHO) Contact # 03338973620 email:hrmpfata1984@gmail.com**