

## MANAGEMENTADMINISTRATION

HR Administration Financial Management ,Marketing Administration, (Consultant)  
Management &Administration (Manager/Director)

**Personal Info:** Hafeez Ullah S/O Rafi Ud Din

DOB: April 28<sup>th</sup>, 1986  
ID Card No 17301-2929067-5  
Gender: Male  
Permanent Address: Village & Post Office Pajaggi Road  
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**Objective** : Love to work in highly competitive environment and have much dedication for challenging jobs. Highly motivated to build bright innovative esteemed organizations where I may contribute to the growth of both prospective employer and myself.

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### Experience:

**Organization:** Chip Training & Consulting pvt Ltd

**Organization Type** Consulting Company

**Designation:** UCPO (Union Polio Officer)

**Location :** Peshawar

**Type of Experience:** Full Time

**Tenure** July 2020 till Date

### Job descriptions

- CO – Chair UPEC meeting
- Chair learning cycle ( post – campaign review) meeting
- Ensure and support operation and communication officer develop and implement activity plans
- Assist Town / Tehsil / ERU management in strategizing by communicating potential solutions to
- Support in surveillance and EPI activities.
- Monitor the process of implementation of the campaign activities & provide feedback to Town /
- Ensure and support preparation of catch up plan for missed children and monitor implementation
- Assist District / Town / Tehsil / ERU staff in planning , coordinating and organizing training sess
- Ensure implementation of SIA with special attention to hard – to – reach areas & underserved hi
- Train & Supervise UC level operation & communication officers and Area Supervisors.



- Implement operation , communication and surveillance strategies and activities communicated
- Support to vaccinators in developing and execution of outreach activity plans and REC RED Micro
- Analyze the daily data and collate the observations of the UC teams and present the findings, ac evening meetings
- Provide special focus on the high-risk populations during all the phases of the campaign in line v populations and the National Emergency Action Plan for Polio Eradication.
- Carry out a post campaign analysis of data and share with the UPEC and supervisor
- Follow up with respective tehsils/UCMOs in timely filling of DDM cards and submission
- Support vaccine management at the Union Council level
- Support community surveillance by ensuring mapping and inclusion of all formal and informal h the AFP surveillance network
- Participate in detailed epidemiological investigations as determined by the immediate supervisor
- Assist in ensuring inclusion of all high risk/ underserved/ migrant population in the Surveillance them.
- To support timely submission of “Zero Report” from assigned UCs.

**Organization:** Chip Training & Consulting pvt Ltd

**Organization Type** Consulting Company

**Designation:** UCCO (Union Council Communication Officer)

**Location :** Peshawar

**Type of Experience:** Full Time

**Tenure** Sep 2018 till Jun 2020

**Job descriptions;**

- Ensure communication and social mobilization planning in UC micro plans and Identify District level communication plan
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Participate in UPEC meetings and support development and implementation of UC social m



- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination.
- Identify, recruit, train (build capacity of SM's on skills, effective counseling such as partner mapping, etc.) and supervise social mobilizers in high risk areas (HRAs).
- Facilitate SM Induction Trainings as well as all Refresher Trainings with the help of Line managers.
- Identify non-government organizations (NGOs) and civil society organizations (CSOs) who can support social mobilization activities at the community level and conduct resource mapping. Also provide support and coordination to other partners. Plan and co-ordinate activities with NGOs working at UC-level level for social mobilization.
- Support the highest quality of micro planning possible through the Union Council Polio Era, and support social mobilization; Union Council information, education and communication; building local partnerships; and inclusion of and access to mobile and migrant populations in polio eradication.

**Organization:** World Health Organization

**Organization Type:** NGO

**Designation:** UCPO (Union Council Polio Officer)

**Location:** Peshawar

**Type of Experience:** Full Time

**Tenure:** Dec 2014 till up to Sep 2018

### Job descriptions:

- Micro-planning: Assist in preparation and updating SIA micro-plans. Validate the micro plans and map high-risk areas in the specific UC.
- Assist in selection of appropriate vaccinators as per given criteria distribution as per need.
- Assists in monitoring of timely distribution of DDM cards. Ensure that cards are filled properly and submitted to the provincial office for further processing.
- Follow up and report to PEO on timely payment of incentives to the frontline workers.
- Trainings:- Assist the DPEO's and district trainers in planning, coordinating, and organizing trainings for social mobilizers and supervisors.
- Partnership and Coordination: Promote partnership with all influencing factors at UC level in the area.
- Monitoring:- Monitor the process of implementation of the campaign as per guidelines and procedures.
- Data collection and analysis:- Collect and collate the tally sheet data from the areas of responsibility.
- Ensure proper implementation of SIAs with special attention to hard-to-reach areas and underserved populations.
- Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for the following day of the campaign.
- Participate in preparation of realistic catch-up plans for missed children and monitor their implementation.
- Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCN.
- Facilitate the work of independent Monitors

**Organization:** CHIP TRAINING & CONSULTING PVT LTD

**Organization Type:** Consulting Company

**Designation:** Social Mobilizer

**Location :** Peshawar  
**Type of Experience :** Full Time  
**Tenure :** Oct 2013 till Nov 2014

- **Job Description:** To serve as out-reach and community contact points in support of social mobilization and communication with care-givers, parents, family members and other community members and to increase awareness.
- Perform interpersonal communication and counseling with families having children vulnerable to communicable diseases
- Accompany house-to-house team, facilitating entry in all houses allowing team to initiate quinquennial information on all <5 years children if missed by team.
- Involve in pre-round activities by making fixed site mobilization plan, informing beneficiaries through mosque class, ensuring mosque announcements 1 or 2 days before the round.
- Conduct meeting with neighborhood people, mothers, resistant family members, and influencers to address misconception about the vaccine and to encourage resistant families to immunize their children.
- Facilitate linkage and partnership with stake holders and front line service providers like LHV, traditional healers in her high risk area (HRA) for identifying all likely non-acceptors and counsel and manage misconceptions and fear for oral polio vaccine .

Skill:	Skill Name	Level	Last Used
	Peachtree	Excellent	Currently Working
	MS Office	Excellent	Currently Working

### Education:

**Degree Name** M.Com ( Master of Commerce )  
**Level Attained** Master Degree  
**Institute** University of Peshawar,  
**Address** Peshawar, Pakistan  
**Session** 2011

Language:	Read	Write	Speak	Understand	Typing	Shorthand
3 Entry(s)	<b>Pashto</b>	Easily	Easily	Easily	--	--
	<b>Urdu</b>	Easily	Easily	Easily	--	--
	<b>English</b>	Easily	Easily	Easily	--	--

**Reference:**  
2 Entry(s)

<b>Name</b>	<b>Title</b>	<b>Company</b>	<b>Phone/Email</b>
Dr. Shasawar Khan	DPEO	WHO Peshawar Pakistan	0300-9562446
Dr. Khalid Yousaf	Medical Officer	EDHO Peshawar Pakistan	0341-6113098

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