Resume of

Mr. Hafiz Ullah

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*Village and post office Eidak,*

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Personal Information:

Belong to: North Waziristan Agency

Married status: Married

Nationality: Pakistani

CNIC No.: 21505-8717573-7

Hobbies: Reading Books and News Paper

Language: Pashto, Urdu and English

Religion: Islam

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| Career Objectives**:** | Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth, development and success of the organization. Obtain a position that will provide me the ability to apply my work experience to a growing organization. Look forward to working with an organization that promotes development and provides me with the opportunity to meet and exceed assigned development goals. |
| Education: | * ***M.A in Sociology (University of Peshawar).*** * ***MBA in HRM (University of NUML Islamabad).*** * ***One Year Certificate/Diploma of EPI Technician.*** * ***Six Month Computer Based Course.*** |
| Activities and Work Experience Survey Experience | 1. Worked as a “**Unit** **Supervisor**” in **CHIP/CTC** from 2 February, 2016 to 30 August, 2020 in Community Based Vaccination (CBV) Project with following duties and responsibilities.   * Directing, training and orientation of CHWs and AS. * Reporting to concern Supervisor. * Make ensure all protocols of polio during campaign. * Support the trainings in the pre-campaign phase; for various categories of health workers involved in vaccination. * Monitor and supervise the work of all categories of health workers during the Implementation phase of the campaign and share the key observations and recommendations / action points with responsible authorities on daily basis. * Monitor the utilization of resources and report issue, if any. * Make sure the pre and post activities of CHWs and AS. * Meeting with the influencers for best interest of the project. * Documentation, weekly and monthly reporting to line manager. * Carries out supervisory responsibilities in accordance with the organization policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; and disciplining employees; addressing complaints and resolving problems.   2. Having working experience as a “**District Supervisor/Acting DBCC”** with Merlin International to Implement, supervise and monitor the **Nutrition, Health (MO, LHV, EPI Activities) and WASH** Project components in District Bannu from 10, October 2014 to 30th January 2016. Major responsibilities areplanning for the utilization of program resources through field teams and community and designing methodologies for community organization and mobilization for the sustainability of the project. And to ensure the community-based ownership of the project. Monitoring and supervision of the field staff activities. Reporting weekly and monthly basis on the program and project progress. Planning to tackle the challenges regarding the implementation of program at community level*.* To plan and conduct Trainings and ensure waste management with coordination of Logistic and Concern Government departments. To create working relationship among all employees for team work, to achieve the target goal and objectives. To direct and lead the team to identify core problems in communities and put forward solution in their resources. To form and train the committees to support the program, to screen the malnourished children and Pregnant & Lactating Women and treat them at community based program called CMAM , and to educate the communities regarding Nutrition, Health and hygiene. Coordination with government staff and support to HR and finance Department of Merlin. And other duties and responsibilities are; 3. Having experience as a “Field Office Incharge” From August 01, 2013 to September 30, 2014 and From August 01, 2011 to March 31, 2013 *at* North Waziristan Agency, FR Bannu, and FR Lakki with Community Appraisal and Motivation Program (CAMP) to implement CFC (Community for Change Project) and support to Small NGOs Capacity building Project, Voice from FATA Project, and Ruling and Law in Pakistan Project and all Surveys in respective areas. And to develop plans for implementation of the project and ensure timely support to field staff and their active involvement in project activities. To Sustain linkages and coordination with donor agency and relevant department and monitor the field activities and prepare monthly progress reports. To prepare community mobilization and sensitization plan and to conduct appropriate program interventions, community mobilization, and meeting, providing guidelines and training to the field staff in formation of committees with emphasis on female involvement. Developing and speed up the program implementation and raising awareness and advocacy. Supervising field staff and their capacity building. Ensuring the achievement of core objectives of the project. Ensuring the lessons learned and best practices are incorporated*.* And other duties and responsibilities were;  * Monthly reporting to Head office about leave, vehicle performance, staff figures. * Monitoring and evaluation of all projects activities. * Supervision and Monitoring of all Social Surveys. * Preparing and issues office orders, move order and other personnel related documents. * Maintaining of proper record of vehicle mobility. * Procurement and acquisition of assets and supplies according to budget and need. * To ensure proper management and allocation of organizational resources. * To ensure proper usage of organizational assets according to the requirement. * Processing and forwarding medical claims of employees. * Preparing and keeping of all types of formats and forms for official use. Preparing and make all entries (cash & bank disbursement vouchers), journal vouchers, and receipt vouchers. * Any task assigned to by Managers. * Preparation Monthly Progress report, Daily office timing format, tentative Monthly work plan etc. * Preparation of Training Agenda, Arrangement of Consultant, Conducting Field Visits. * Preparation of Financial Report. * Maintaining of Cash book. * Performance Evaluation of Employees. * Assessment of partner organizations.   **4. Having Experience as a “Agency Training Coordinator”** From April 01, 2013 to 30 June 2013 in **Chip Training and Consulting (CTC**) to Prepare training plan, manual and schedule, arrangement and facilitation of trainer to conduct trainings according to standard. Coordination with Line Departments to conduct the training at time. Monitoring and reporting of trainings to main office and other duties and responsibilities were;   * Develop strong liaison with ECP staff and other relevant stakeholders for ensuring the proper implementation of training activities. * Support CTC-ECI/IFES with identification and selection of professionals and technical MTs at the district level. * Obtain list of polling staff and develop comprehensive training plan. * Logistical support vis-à-vis identification of relevant venues, vendors and training implementation. * Support with sending out invitation letters to participants. Arrange mock polling kits in consultation with ECP well before trainings. * Providing orientation to the MTs about the training plan, management of training workshops including training venues, dates of the training, quality of the trainings and training materials. * Ensure the delivery of polling staff trainings kits and other training materials to the training venue. * Monitor training workshops along with ECP staff and external monitoring and evaluation firm. * Get written updates of trainings from MTs on daily basis and share it with relevant channels. * Preparing a final training report and maintain the record of each and every activity related to the trainings. * **“**Understanding Justice Systems of Khyber Pakhtunkhwa, FATA & Balochistan” The Pakhtun Perspective (2012-13). * Data Collection for Baseline Indicators in Selected Districts and Agencies of Khyber Pakhtunkhwa & FATA – (2012). * Detailed Needs Assessment Report of Selected Hospitals and Rural Health Centres – (2012) * Understanding Jirga: Legality and Legitimacy in Pakistan's Federally Administered Tribal Areas (2011). * Understanding FATA: Attitudes Towards Governance, Society & Religion in Pakistan's Federally Administered Tribal Areas, Volumes I to V (2007- 2011). * Feasibility Study of Regulatory Regime for Industry, Commerce & Trade in FATA – (2010-11). * Survey/Enumerations of Existing Industries, Service Sector Entities, Labour Force and Identifying Constraints in FATA – (2010). * KAP, SQUEAC, KPC, and SMART surveys supervision in Merlin-Bannu from October 2014 to till date. |
| **Personal skill**s | * Communication skills * Interpersonal skills * Coping with stress and emotions skills * Critical and creative skills * Decision making skills * Report writing and delivering of training. * Cross- cultural approach. * Strong community mobilization approach. * Strong coordination and networking approach. * Having strong technique of team building. * Command on conflict resolution. |
| **Trainings &v Awards** | * Induction Training as a Unit Supervisor (CBV-CTC). * Community Base Management of Acute Malnutrition (CMAM). * Organization Structure and Culture training (CAMP) * Organization Strategic Development training (CBP-USAID). * Security Awareness Induction Training (SAIT) in IOM-UN. * Sensitization Workshop on Office Environment (CAMP). * Organizations Networking Training (CAMP) * Office Documentation Training (CAMP) * Social Mobilization Training in NRSP * Grass Root Level Planning (GRLP) and Village Development Planning (VDP) (NRSP). * Community Management Skills Training (CMST) (CAMP) * Proposal Writing Skill Training (CAMP) * Training on Communication and Presentation skills (CAMP). * Advocacy and lobbying skills Training (CAMP). * Conflict Resolution skills Training (CAMP). * Project planning and management skills Training (CAMP). * Training on Human rights and Democracy (CAMP). * Communication and Presentation skills organized by CAMP. * Advocacy and lobbying skills organized by CAMP. * Conflict Resolution skills organized by CAMP. * Project planning and management skills organized by CAMP. |
| **References** | ***Name: Mr. Khalid Usman***  ***Designation: Project Coordinator***  ***Organization: Merlin International***  ***Cell No.:0333-9614068*** |