

M U H A M M A D S A L E E M

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Address: Village and P.O. Ouch west Tehsil Adenzai Mohalla Bilal Colony District Dir Lower Kheber Pukhtonkhwa, Pakistan
F/Name Muhammad Tahir
N.I.C.No. 15307-6996812-3
Date of Birth 5th May 1978

Career Objective:

To take up challenges of life by way of learning and experience to achieve the highest degree of self and serve organization and society by developing one self.

Qualification:

M.A Political Science, Peshawar University
M.A History, Malakand University
MEd, Sarhad University Peshawar
B.Ed, Sarhad University Peshawar
B.A, English Literature, Peshawar University
F.Sc, BISE Swat.
S.S.C. FBISE Islamabad.

PROFESSIONAL EXPERIENCE:

Employer: Bureau Of Statistics
Designation: District Supervisor
Location: Dir Upper
Description Of Duties:

- ❖ To Manage overall activities regarding Iqra FarogeTaleem Voucher Scheme and staff facilitation
- ❖ Meeting with focal persons at village level
- ❖ Identification of targetted areas for the said activities
- ❖ Meeting with private owners of the schools and principals
- ❖ Coordination with the District program Officer of EEF
- ❖ Frequently visits to the targetted areas for the smooth running of the activities
- ❖ Meetings with the Bureau of Statistics Planning and development department regarding the achieved target and to share progress report
- ❖ Management of vehical for the field activities
- ❖ To facilitate the field staff
- ❖ Proper signing of the field proformas filled out by the field staff
- ❖ Filling of the proformas from the partner schools regarding their consent of the said activity.

Employer: Islamia Model High School Ouch
Designation: Principal
Location: Ouch Dir lower

Employer: Relief International (RI)
Designation: Field Officer, Shelter Program
Location: Nowshera, Swat

Description of Duties:

- ❖ Carry out need assessment in the target communities.

- ❖ Organize various project related meetings at the community level
- ❖ Properly document field activities on prescribed formats and ensure that necessary information is accurately entered
- ❖ To ensure proper and accurate information dissemination of work plan to community
- ❖ To arrange and facilitate training for community.
- ❖ Manage, organize and control beneficiaries outside the Distribution Point as well as inside
- ❖ Keeping records of beneficiaries and outreach data electronically
- ❖ Facilitate District Manager in Preparing Monthly and Quarterly work plan and progress report
- ❖ Facilitate District Manager in Coordination with District Government and Other Stakeholder.
- ❖ Carry out Identification of beneficiaries in the target communities according to selection criteria.

Employer: Relief International (RI)

Designation: Field Officer, Early Recovery, Agriculture

Location: Dir Lower

Description of Duties:

- ❖ Responsible to interact with community for the project intervention.
- ❖ Facilitate the District Manager in mapping of the area for the project implementation.
- ❖ Facilitate the District Manager in conducting FGDs in the target community.
- ❖ Responsible for formation of volunteer committees in target villages/UCs
- ❖ Responsible for orientation of committee members on project activities, objective, outcomes and implementation methodology.
- ❖ Responsible for identification and verification of project beneficiaries for different activities and trainings in the target UCs. Responsible for preparing beneficiaries lists in consultation with District Manager and EDO Agriculture for project.
- ❖ Preparation daily dairy to assist the DM
- ❖ Facilitate the Training Coordinator for identification of required trainings in different areas.
- ❖ Responsible for providing the monthly work schedule to farmers.
- ❖ Monitor beneficiaries work days and preparation of lists for monthly food distribution

Employer: Agency for Technical Cooperation & Development (ACTED)

Designation: Community Mobilizer

Location: Dir Lower

Description of Duties:

A. Social Mobilization:

- ❖ Need assessments, Participatory Rural Appraisals, FGD and stakeholder analyses.
- ❖ Liaises with Governmental and non Governmental Agencies.
- ❖ Community based committees formation for prioritized projects.
- ❖ Supports the development of agreements and MoUs with community based organizations or other civil society groups.
- ❖ Elaborate all needs based inputs and all other activities according to the objectives of the programme and the beneficiary involvement strategy of ACTED.
- ❖ Mobilize the community in the effective use of the community resources.
- ❖ Mobilize communities for the prioritizing of recovery activities and strategies.
- ❖ Facilitates the capacity building and setup of representative community committees

B. Assessments:

- ❖ Responsible for mainstreaming gender.
- ❖ Maximize beneficiary contribution.
- ❖ Participate in NFI distributions.

- ❖ Develop in-depth knowledge of all their villages of intervention and should have close contacts with community leaders, volunteers, and activists.
- ❖ Liaising with programme staff of other ACTED teams to ensure that information is shared and that lessons learned are developed.

C. Reports and Records:

- ❖ Reporting list of committees, Agriculture beneficiaries.
- ❖ Reporting of prioritized projects in each village of different UCs.
- ❖ Fill, Check & control daily Workers attendance sheet on daily basis;
- ❖ Ensure construction logbook and other documentation requested by the line manager is correctly completed.

Employer: Higher Education Department

Designation: Lecturer

- ❖ To Teach Civic/ History and Political Science to Inter and Degree level classes.

Employer: RISE INTERNATIONAL (USAID) ISLAMABAD

Designation: Teacher Observer

- ❖ Worked in different areas of Bagh and Muzaffarabad.
- ❖ Contributed in activities of RISE (USAID) like scanning and arranging of
- ❖ Books about 75000 books from the USAID for different schools of Bagh and Muzaffarabad according to the syllabus, norms and culture of the areas concerned

Employer: SOFNIX PRIVATE LIMITED

Designation: Editor

- ❖ Worked as an Editor for the Australian company

Employer: Innovative Marketing Services (IMS) FOR UNDP, UNIDO, ILO

Designation: TNA Officer

- ❖ Served as a TNA Officer at the Earthquake affected areas of Balakot and Muzaffarabad for UNDP, UNIDO and ILO etc with Innovative Marketing Services (IMS)

Employer: Frontier Corps Model School Timergara.

Designation: Senior Teacher

- ❖ Served as an English and History Teacher.

Employer: DIR AREA SUPPORT PROJECT (DASP) Dir

Designation: Social Organizer

- ❖ Formation of Village Organizations.
- ❖ Preparation of VDPs village development planning feasibility reports on VO basis
- ❖ Nomination of Executive Body for VO.
- ❖ Co-Ordination of all training activities for VOs on Development and Management of Local Institutions (DMLI) at NRSP.
- ❖ Leadership and Management Skills Training (LMST) at SRSP
- ❖ Conducted PRAS, PVPS and setup local management system in the VO's.
- ❖ Loan approvals and recovery of Micro Credit extended to VO's / WO's by the community development section.
- ❖ Preparation of monthly progress report. ,

Employer: English Medium Institutions

Designation: Senior Teacher

- ❖ Taught multiple subjects to the students at different level ,

Languages:

- a. English.
- b. Urdu
- c. Pashto.

Skills:

- ❖ Lecturer Level (Excellent)
- ❖ Community Mobilization Level (Excellent)
- ❖ MS Office, Internet etc Level (Excellent)

References:

Sayed Muhammad Aftab

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