

# RIAZ-UD-DIN

## Union Council Communication Support Officer

**Address:** Village Sagar Langer Khel Tehsil & Post Office Sararogha SWTD KPK Pakistan.



**E-mail:** [uriaz5171@gmail.com](mailto:uriaz5171@gmail.com)

**Mobile:** Personal: +92 (331)9391001, +92 (348) 9334621

### **SKILLS:**

- Exceptional interpersonal and communication skills.
- Ability to analyze data.
- Ability to prepare presentations.
- Good at basic statistics.
- Great team-worker - adaptable and flexible.
- Ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information.
- Highly organized and able to work under pressure to manage multiple priorities and longer term projects.
- Always ready to take new responsibilities and challenges.
- Well-organized; good planner; good time-manager.
- Good at English Grammar.
- Expert at MS Office (Word, Excel and Power Point).

### **WORK EXPERIENCE:**

- Almost 13 years and 3 months of work experience in various fields out of which:
  - ★ 6 years and 5 months of work experience in Polio Eradication Initiative (PEI) in the capacities as Union Council Polio Officer (UCPO) from March, 2016 till August 26, 2020 and Union Council Communication Support Officer (UCCSO) from August 27, 2020 till date.
  - ★ 6 Years and 3 months as a Regional Office Manager with **Waziristan School and College D.I.Khan KPK Pakistan.**
  - ★ 6 months as HR Administrator cum Accountant Officer cum Document Controller with **Al Kuwaitiah Building Materials W.L.L.** in the KINGDOME OF BAHRAIN.

**Dates** : April 1, 2021 till date.

**Organization:** Professional Employer Pvt Limited

**Job Title** : Union Council Communication Support Officer (UCCSO)

**Programme:** Polio Eradication Initiative

**Job Description:**

➤ **During campaign**

- ★ Coordinate with UPEC for quality collaboration and coordination in all campaign activities.
- ★ Analysis of 10 % Tally sheets/ missed children lists in five days of the campaign to identify reasons/ patterns of refusals and areas of intervention.
- ★ Coordinate with partner relevant stakeholders to respond to refusal clusters reported during campaign days.
- ★ Participate in morning and evening meetings at UC level during campaign days to ensure appropriate use of the resources provided for communication activities and to both address and provide feedback on communication related issues.
- ★ Follow up with the data team on data collection of communication indicators.
- ★ Monitor and supervise SMs and make notes to be submitted in the monthly reports.
- ★ Support SMs during door-to-door IPC activities.
- ★ Support in addressing cluster of refusals through identified influencers.
- ★ Support in Monitoring and supervision of the campaign including teams IPC skills

➤ **In between campaigns**

- ★ Identify potential entry points / stakeholders at the UC and community levels.
- ★ Prepare and update the Social Maps and UC social profiles and support the process of updating micro plans with special focus on high-risk group.
- ★ Ensure that the evidence based social mobilization / community engagement plan is regularly updated and included in the micro plan.
- ★ Ensure implementation of UC level communication activities.
- ★ Track and engage with families of missed children.
- ★ Ensure understanding of refusals through social profiling and Support in addressing cluster of refusals through identified influencers.
- ★ Address misconceptions by providing answers to frequently asked questions and working to raise awareness and create demand for polio vaccination through locally appropriate communication interventions. Ensure Display and distribution of the IEC Material in the UC.

- ★ Participate in UPEC meetings to support campaign preparedness.
- ★ Monitor and supervise the AIC / team training for the IPC component to ensure quality and provide feedback to the concerned authorities.
- ★ Build capacity of the social mobilizers in IPC, community engagement and social mobilization.
- ★ Lead challenge mapping exercise at UC level and regularly update.
- ★ Ensure timely submission of the report.
- ★ Follow up with the data team for data compilation / analysis and sharing for planning purposes on communication indicators.

➤ **Deliverables**

- ★ Update micro plans with Social Maps and UC profiles.
- ★ Prepare evidence-based UC social mobilization / CE plan and make it part of the UC micro plan.
- ★ Participate in and support UPEC meetings.
- ★ Regularly updated challenge mapping exercise.
- ★ Organize and facilitate locally appropriate communication interventions with participation of the influencers and care givers.

**Dates** : August 27, 2020 to March 31, 2021.

**Organization:** Chip Training & Consulting Pvt Limited

**Job Title** : Union Council Communication Support Officer (UCCSO)

**Programme:** Polio Eradication Initiative

**Job Description:**

➤ **During campaign**

- ★ Coordinate with UPEC for quality collaboration and coordination in all campaign activities.
- ★ Analysis of 10 % Tally sheets/ missed children lists in five days of the campaign to identify reasons/ patterns of refusals and areas of intervention.
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- ★ Follow up with the data team on data collection of communication indicators.
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- ★ Support SMs during door-to-door IPC activities.
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- ★ Participate in and support UPEC meetings.
- ★ Regularly updated challenge mapping exercise.
- ★ Organize and facilitate locally appropriate communication interventions with participation of the influencers and care givers.

**Dates** : February 1, 2019 to August 26, 2020.

**Organization** : Chip Training & Consulting Pvt Limited

**Job Title** : UCPO (Union Council Polio Officer)

**Programme:** Polio Eradication Initiative

**Job Description:**

➤ **Supplementary Immunization Activities (SIAs).**

- ★ **Micro-planning:-** Assist in preparation and updating SIAs 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 their distribution as per need.
- ★ Assist in monitoring of timely 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.
- ★ **Trainings:-** Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
- ★ **Partnership and Coordination:** Promote partnership with all influencing factors at UC level in support of SIAs.

➤ **Campaign Implementation.**

- ★ **Monitoring:-** Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO.
- ★ **Data collection and analysis:-** Collect and collate the tally sheet data (Compilation Sheet) from the area of responsibility on daily basis.
- ★ 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.

➤ **AFP (Acute Flaccid Paralysis) 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.

**Dates:** March 1, 2016 to January 30, 2019.

**Organization:** WORLD HEALTH ORGANIZING (WHO)

**Job Title** : UCPO (Union Council Polio Officer)

**Programme:** Polio Eradication Initiative

**Job Description:**

➤ **Supplementary Immunization Activities (SIAs).**

- ★ **Micro-planning:-** Assist in preparation and updating SIAs 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 their distribution as per need.
- ★ Assist in monitoring of timely DDM cards. Ensure that cards are filled properly and upon completion of campaign their submission to the provincial office for further processing.
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- ★ **Trainings:** - Assist the DPEOs and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
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- ★ 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.
- **AFP (Acute Flaccid Paralysis) Surveillance.**
- ★ Collection and submission of weekly zero reports from all HCFs in their UC to DHO every Monday.
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  - ★ 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.

**Dates** : December 1, 2009 to February 29, 2016.

**Organization:** Waziristan School and College

**Job Title** : Regional Office Manager

**Project** : Waziristan Group of Schools and Colleges

**Job Description:**

- ★ Manage a school office and provide secretarial support to the school principal.
- ★ Maintain Principal's calendar, screen calls, receive visitors and respond to requests for information.
- ★ Arrange meetings and maintain the minutes.
- ★ Office equipment maintenance.
- ★ Establish and maintain confidential files.
- ★ Maintain and update staff record.
- ★ Supervise the staff of 50 members.
- ★ Prepare 1200 students' study plan and holding meetings with their parents and guardians.

- ★ Establish and maintain students and staff members' accounts.
- ★ Maintain financial files and records such as journal, general ledger, income statement and balance sheet.
- ★ Maintain daily and monthly accounts receivable and payable.
- ★ Establish and maintain confidential files.
- ★ Independently respond to routine letters, emails, and general correspondence.
- ★ Responsible for performing and/or delegating correct record keeping of student enrollment.
- ★ Maintain and update student and staff emergency information, i.e. emergency cards, computer data and disaster preparedness.
- ★ Maintain student attendance records, including preparation and verification of daily student attendance, entering enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis.
- ★ Conduct advertisement.
- ★ Conduct admission process.
- ★ Manage and prepare interview process.
- ★ Draw up training plan and deliver training.

**Dates : April 21, 2009 to October 31, 2009.**

**Organization: Al Kuwaitiah Building Materials W.L.L.**

**Job Title : HR Administrator cum Accountant Officer cum Document Controller**

**Project : Al Kuwaitiah Building Materials W.L.L.**

**Job Description:**

- ★ Administer employment agreement.
- ★ Supervise the staff of 100 employees.
- ★ Assist with the preparation of future plans.
- ★ Supervise and prepare employees' salary and payroll system.
- ★ Maintain leave management system of the employees.
- ★ Manage the filing, storage and security of documents.
- ★ Keep and maintain monthly time sheet.
- ★ Assist with the preparation and advertising of contract documents.
- ★ Management and maintenance of computer and office equipment.
- ★ Reconcile the accounts receivable and payable.
- ★ Selection and recruiting.
- ★ Assist with the preparation of the budget.
- ★ Ensure transactions are properly recorded and entered into the computerized accounting system.



- ★ Reconcile the general ledger.
- ★ Prepare balance sheets.
- ★ Prepare income statements.
- ★ Prepare and reconcile general bank statements.
- ★ Conduct inductions of new staff.
- ★ Deliver training.

### **ACADEMIC QUALIFICATIONS:**

- **Master of Business Administration ( HR)** from Sarhad University of Science & Technology Peshawar (KPK), D.I.Khan Campus (Pakistan) in 2013. Securing 69.22% marks, Grade: C+
- **Master of Arts (English)** from Gomel University, D.I.Khan (KPK) Pakistan in 2007. Securing 46.33% marks, Grade: C
- **Graduation (Bachelor of Arts)** from Gomel University, D.I.Khan (KPK) Pakistan in 2004. Securing 52.73% marks, Grade: C
- **Intermediate (Higher Secondary School Certificate)** from Govt. Degree College No: 1 D.I.Khan (KPK) Pakistan in 2001. Securing 50.82% marks, Grade: C
- **Matriculation (Secondary School Certificate)** from Government High School Sararogha (SWA) in 1999 securing 58.58% marks, Grade: C

### **COMPUTER KNOWLEDGE:**

- One year Diploma in Information Technology from Khyber Pakhtunkhwa Board of Technical Education Peshawar Pakistan in 2013 securing 73.88% marks, Grade: A
- Hands on experience of MS Office Packages (MS Excel, MS Word, MS Power Point).

### **ACCOUNTING SOFTWARES:**

- Peachtree Accounting Software
- Tally Accounting Software
- QuickBooks Accounting Software

### **PERSONAL DATA:**

Father's Name: Zahoor-Ud-Din  
 CNIC: 21704-5674574-9  
 Nationality : Pakistani  
 Date of Birth : 10 March, 1984

Passport Number : AZ7795742  
Marital Status : Married  
Languages : English & Urdu

**REFERENCES:**

1. Mr.Riaz Aslam DHCSO M.No: (0092)335-9890522/ (0092)345-9247638
2. Mr. Umer Dil PEO WHO M.No: (0092)300-9066003/ (0092)334-9066003