**Curriculum Vita**

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SHAHID ALI SHAH

**PERSONAL INFORMATION.**

**Address Tappi Kanda P/O Karak Tehsil & District Karak**

 **KPK, Pakistan**

**Date of Birth April 28, 1988**

**Nationality Pakistani**

**Sex Male**

**Marital Status Married**

**Mobile # 0092-333 9717428**

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**OBJECTIVE**

 **I am self-motivated individual with strong creative and developmental skills. I want to join an organization offering career advancement and growth opportunity also exploiting my technical and administrative capabilities for serving the nation.**

 **I am seeking of an opportunity to play a pivotal role in the growing field as Private Secretary, Administrator, management, etc.**

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* **EDUCATIONAL RECORD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No |  | Degree | Board \ University |  | Year |  | Remarks  |
| 1 |  | **M.A History**  | **Lakki University Lakki**  |  | **2021** |  |  |
| 2 |  | **MBA (Executive) HRM** | **Gomal University**  |  | **2020** |  |  |
| 3 |  | **M.A Political Science** | **Gomal University**  |  | **2014** |  |  |
| 4 |  | **B.A**  | **NICE University Karachi** |  | **2010** |  |  |
| 5 |  | **DAE Petroleum**  | **Technical Board Peshawar** |  | **2012** |  |  |
| 6 |  | **F.A** | **BISE Kohat** |  | **2007** |  |  |
| 7 |  | **Matric** | **BISE Kohat** |  | **2005** |  |  |
| 8 |  | **Diploma of DIT** | **TTB Peshawar** |  | **2012** |  |  |
| 9 |  | **Hafiz Ul Quran /Qari** | **Wifaqul Madaris** |  | **2006** |  |  |

**COMPUTER COURSES**.

* Microsoft Office
* Internet
* Installation.
* One Year **DIT** Diploma from (TTB) Trade Testing Board Peshawar.
* Three Months Computer Certificate from FVO (Future Vision Organization) Karak.
* Three Months English Language Certificate from FVO Karak.
* One year English language certificate from Gomal university D I khan
* **Hafiz Ul Quran**
* Hafi-e- Quran Certificate from Wifaq-ul-Madaris Board Multan.

 Hafi-ul- Qari Certificate from Mahid Ul Quran Karak

**Professional Experience**

Six Months Experience as Computer Operator LFA (Literacy for All) Office Karak.(2006)

Two Year Experience of Computer Operator in Faiz Hajj & Umra Service Karak City w.e.f Sep 2006 to Nov2008

* ***One Year experience in Rebone Pharma Karachi as Business Unit Manager in KPK Base.***



# Business Unit Manager Responsibilities and Duties

Incorporate company procedures and policies in operations of business unit.

Manage business activities focusing on financial and strategic growth of organization.

Create new marketing strategies and monitor QA and QC measures.

Build strong relationship with the customers in order to maintain good revenue growth.

Manage start-up costs and finances of business unit by efficient financial management.

Coordinate with marketing team to develop and implement operational plans for new product launches.

Work on requirements provided by senior management whenever required.

***One Year experience in Festal Pharma Lahore as Promotion Manager in Kohat division Base.*  Promotion Manager Duties and Responsibilities.** 

* Developing the overall marketing strategy for the pharmaceutical company.
* Analyzing the effectiveness of the strategies and rectifying the variances, if any
* Hiring, training, and monitoring the performance of the sales support staff
* ***Six Months Experience in Paiman Project in District D I Khan as Oppression Manager Dec 2011* to Jun 2012.**



##  Operations Manager Responsibilities include:

* Ensuring all operations are carried on in an appropriate, cost-effective way
* Improving operational management systems, processes and best practices.
* Helping the organization’s processes remain legally compliant.

 

**1.CTC, CHIP TRAINING &COUNSULTING,**

**PTPP. POLIO ERIDICATION PROGRRAM**

**(FEB 2019 May 2022)**

Worked as a Union Council Polio Officer (**UCPO)**, at UC Metha Khel Since with (CTC) for Polio Eradication improving EPI Coverage / Activities.

Main Responsibilities:

* To Support SIA Micro-planning, Desk & Field validation, Team selection, Support Training sessions, Pre-Campaign preparation, Campaign implementation.
* Support Polio and VPD Surveillance including assist in case investigation, Specimen Collection, Sensitization of the Surveillance network.
* Support RI/EI Sessions and assist Health workers in the session management, quality service delivery.
* *Support in Mobilization Activities.*
* *Monthly/weekly Reports Submission to DEOC.*
* Support other activities as per program needs.



**2. WORLD HEALTH ORGANIZATION**

 **( POLIO ERIDICATION PROGRRAM)**

Worked as a Union Council Polio Officer (***UCPO*)**, Since Nov.

2015 to Jan 2019 with (WHO) for Polio Eradication & improving

* To Support SIA Micro-planning, Desk & Field validation, Team selection, Support Training sessions, Pre-Campaign preparation, Campaign implementation.
* Support Polio and VPD Surveillance including assist in case investigation, Specimen Collection, Sensitization of the Surveillance network.
* Support RI/EI Sessions and assist Health workers in the session management, quality service delivery.
* *Support in Mobilization Activities.*
* *Monthly/weekly Reports Submission to DEOC.*
* Support other activities as per program needs.

Training Workshops

1. Attend 30 Trainings AIC level, when I was Area In charge in UC Metha Khel.

2. Attend 20 Trainings of TTM level, when I was TTM in District Karak.

3. I have done 140 trainings of Team level in UC Metha Khel.

4. I have done 120 trainings of AICs District Level.

5. I have done 61 trainings of TTM District level.

7. I have done 50 UPEC Training at District Level in DHO Office Karak.

8. I have attended 55 trainings of UCPOs District level.

9. I have attended **TOT**(training Of Trainer) on 8-11 Aug 2016, supported by WHO and UNICEF in Green

 Shelton Hotel Peshawar.

10. I have attended Seven-time AICs training as Facilitator supported by ComNet UNICEF.

11. I have attended One IPV training at DHO office Karak.

12. I have done two 2 training Skilled person and team Assistant at DHO office Karak.

13. I have done five community mobilizer training at BHU Metha Khel District Karak.

* **Social Mobilization.**
1. Involvement of Community Influential in Polio Campaign.
2. Awareness in Community for RI & Polio Vaccination.
3. Refreshment Program with Communities.
4. Make different types of Committees to achieve our goals.
5. Supportive Management Plan for Community.
6. To train the RSPs for the Social Mobilization.
7. How to Mobilize the Society RSPs.
8. How to Aware the Refusal by RSPs.
9. Community Sessions in Schools.
10. Meetings with Major community influential.
11. Refreshment Programs with Councilors.

**Hobbies**

* Reading Various Computer Books.
* Searching on Internet about New Develop Software.

 Cricket

* **LANGUAGES**
1. **Urdu. 2. English. 3. Pashto**