***CURRICULUM VITAE***

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| **Address**  **Cell #**  **E-mail**  **Objective:**  **BIO Data:**  **Formal Education:**  **Professional Experience:**  **Working Experience:**  **Computer Skills:**  **Interpersonal Skills:**  **Awards:**  **References:** | ***Mr.Hikmat shah***  Village & P/Office Mullazai Moh Nasib Abad Mullazai  **0344-5072596**  **0301-8792023**  hikmatshahsss@gmail.com  I have worked to strive for improvement seeking a challenging position in a growing society. I have ample experience of coordination with district administration/line departments and with in the organization I have worked with so far. Have ability to accept new challenges analysis and planning’s. I have also ability to manage field staff and ability to work with influencers and community leaders.  I have ability to work under stressful situation on multiple assigned tasks and their completion within specified deadlines.  Fathers Name: Haji Nasib Jan  Date of Birth: Feb, 05, 1988  Domicile: FR Tank (FATA)  Nationality: Pakistani  N.I.C #: 12201-6851408-1  Religion: Islam  Marital status: Married  Language: English, Urdu, Pashto, Saraiki  ***Hafiz E Quran***  1st 70/100  Wafaq ul Madaris Multan  ***M.phil (HR Management)***  Defence awaited  ***MBA Finance***  1st 1681/2200  Gomal University DIKhan  ***BBA Finance***  1st 1456/2000  Gomal University DIKhan  ***DCOM Accounts***  2nd 818/1400  B,T,E, Peshawar.  ***SSC Science***  1st 511/850  B,I,S,E, Bannu.  ***D.I.T***  1st 1252/1700  BTE Peshawar  **Union Council Communication**  **Support Officer**     * Attending morning and evening meeting at UC level intra campaign to Ensure appropriate use of the resources provided for communication activities & to both address and provide feedback on communication related issues * Identify potential/key stakeholders at the UC & Community levels * Ensure understanding of refusal through social profiling and support in addressing cluster of refusals through identified influencers * Ensure timely submission of the report * Organized & facilitate locally appropriate communication interventions with participation of the influencer care givers * Support in addressing cluster of refusals through identified influencer * Prepared and update social profile and social Maps and support the process of updating micro-plans with special focus on high Risk groups * Ensure that the evidence based social mobilization/community engagement plan regularly updated & included in the micro plan * Ensure implementation of UC level communication activities * Prepared Monthly work plan the end of every month * Track and engage with families of Misses children * Lead Challenging mapping at UC level regularly update * Follow up data with AICs for Data compilation/analysis and Sharing for planning purpose on communication indicators   **Assistant Auditor**  **Chashma Sugar Mills Ltd**   * Deals & clear all the matters of Audited about the organization. * Conducting field verification staff attendance checks and reporting of the field visits, to collection data and analysis. * Checking adjustments journal vouchers & all JVs. * Check & Balance, Bill payment, Bill Receipts, Bill journal vouchers. * Deduction installments of loans & advances to staff. * Payment through crossed cheque, check monthly Bank Reconciliation. * Check Bank payment voucher & cash payment Records. * Payment through crossed cheque. * Check Sales Tax summery, Sales Tax payable & refunded Details. * Good managerial skill to get the work done. * Check final attendance while calculating the salary& Bonus. * (UCCSO) Union Council Communication Support Officer UC Mullazai From 22nd March 2015 to Till Now. * Assistant Auditor in Chashma Sugar Mills DIkhan from 01/01/2011 to 10-03-2014 * 01 year experience as Team Supervisor in Rural Rihrdo Infrastructure Human Resource Development Organization. * 06 Months Experience as account Officer in Associated Industries Ltd (Shama Ghee) Noshehera. * Internship From Muslim Commercial bank Dabgari branch peshawar.   One year Diploma in Information Technology BTE Peshawar.  MS Word, MS Excel and Internet.  Windows 2006,2007 Xp.  ELP Loading system software.   * Social activist with Community based Organization Hazrat Usman Bin Afaan welfare & Aljohar welfare Trust. * Ability to communicate with others, solving problems or thinking creatively. * Problem solving skills. * Interpersonal skills and leadership skills.   Best performance certificate by CTC (Chip Training and Consulting)  Best performance certificate by Deputy Commissioner and DEOC.  Dr Naiz Muhammad (NSTOP) Cell#03449484344  Dr Ihsan DSO Tank Cell #0347 9849876 |
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