***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.comI 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 JanDate of Birth: Feb, 05, 1988Domicile: FR Tank (FATA)Nationality: PakistaniN.I.C #: 12201-6851408-1Religion: IslamMarital status: MarriedLanguage: 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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