**Curriculum Vitae**

**Mr. Muhammad Zahid**

**CAREER STATEMENT:** My aim is to live an honest and progressive life by making achievements through hard work to be rewarded justly and to serve people for their social and economic betterment. To work in a challenging environment in any government and non-government organization for career growth through sincere, achievement and skill where evaluation is based on performance and where is equal chance of development

**Personal Details**

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| --- | --- |
| Father’s Name: | Almas Khan  |
| Date of Birth: | 01 March 1990 |
| Domicile: | KPTD (Khyber) |
| Nationality: | Pakistani |
| Religion: | Islam |
| Marital Status: | Married  |
| C.N.I.C: | 21201-6277005-9 |
| Contact No: |  0092 3219598767 /0334-8675501 |
| Permanent address  | Aman Talab Milward Bara District Khyber  |
| Present Address: | Aman Talab Milward Bara District Khyber  |
| E-mail | zahiducpo@gmail.com  |
| Postal address | Aman Taalab,sanza khel, umber khel, Aka khel, Bara, District Khyber  |

**Educational/Professional Qualification Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Subject** | **Year of Passing** | **Grad** | **Institution** |
| B.Com | Accounting  | 2013 | B |  University of Peshawar  |
| DIT | Computer | 2012 | B | KP Board of Technical Education  |
| F.Sc | Pre Medical  | 2009 | B | BISE Peshawar  |
| Matric  | Science  | 2007 | B | BISE Peshawar  |

**Professional Skills**

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| --- |
|  **■** Best communication Skills ■ Innovative  ■ Complex Problem Solver ■ Strong Decision maker  ■ Situational Analyzer ■ Team Leading ability |
| **Experience** (in reverse order, the most recent first) |

**EMPLOYER**: World Health Organization

**Project:** Polio Eradication Initiative (PEI)

**Position:** Union Council Polio Officer

**Duration:** 6 Feb 2015 upto 31 March 2019

**Location:** Milward A, Bara, District Khyber

**Responsibilities:**

* Oversee management of staff, operations, and communications and surveillance activities within the overall NEAP guidance at the UC level.
* Chair learning cycle (post-campaign review) meetings
* Ensure and support operations and communication officers develop and implement activity
plans for each SIA cycle
* Monitor the process of implementation of the campaign activities and provide feedback to
Town / Tehsil / ERU
* Assist District / Town / Tehsil / ERU staff in planning, coordinating, and organizing training
sessions for UC level staff
* Ensure implementation of SIAs with special attention to hard-to-reach areas and underserved high risk populations
* Implement operations, communications, and surveillance strategies and activities
communicated from Town / Tehsil / ERU
* Support vaccinators in developing and execution of outreach activity plans and REC micro plans

**EMPLOYER**: CHIP Training & Consulting (CTC)

**Project:** Community Base Vaccination CBV

**Position:** Union Council Polio Officer

**Duration:** 1st Feb2019 upto 31 March 2020

**Location:** MilwardA, Bara, District Khyber

**Responsibilities:**

* To serve as Union Council manager for delivery and operations of all Polio program activities
* Supportive supervision of Area Supervisors to ensure quality micro plan before each campaign
* Supportive supervision of CHWs for accurate and timely micro census before each NID
* Participation in UPEC meeting to report operational progress and present UC level issues especially to involve members for missed children coverage
* Conduct CBV workers/AS training prior to every campaign
* Coordination with communication team for community engagement activities
* Ensure timely receipt of logistic for campaign
* Supervise and monitor Area Supervisors and Community health workers during field
* Ensure timely data reporting to concerns
* Ensure gathering of data on reasons from missed children and developed and implement data driven community engagement plan
* Ensure consistent recording and follow up of zero dose children by CBV workers and to facilitate local EPI vaccinator during outreach activities
* Follow up address gaps highlighted in third party field monitoring reports
* Close coordination with first level supervisor and senior level management team

**EMPLOYER**: CHIP TRAINING AND CONSULTING CTC

**Project:** Community Based Vaccination (CBV)

**Position:** Union Council Delivery and Operations Officer ( UCDO

**Duration:** 01 April to 2020 upto 31 March 2021

**Location:** Milward A, Bara District Khyber

**Responsibilities:**

* To serve as Union Council manager for delivery and operations of all Polio program activities
* Micro plan preparation before each campaign
* Monitor and supervise polio teams during each campaign phase
* Facilitation team training before each campaign
* Social Mobilization for refusals coverage
* Reporting and data submission to concerns
* Data Review after campaign.

**EMPLOYER**: Professional Employers Private LIMITED ( People )

**Position:** Union Council Delivery and Operations Officer ( UCDO )

**Duration**: From 1st April 2021 till Upto Date

**Responsibilities:**

* To serve as Union Council manager for delivery and operations of all Polio program activities
* Supportive supervision of Area Supervisors to ensure quality micro plan before each campaign
* Supportive supervision of CHWs for accurate and timely micro census before each NID
* Participation in UPEC meeting to report operational progress and present UC level issues especially to involve members for missed children coverage
* Conduct CBV workers/AS training prior to every campaign
* Coordination with communication team for community engagement activities
* Ensure timely receipt of logistic for campaign
* Supervise and monitor Area Supervisors and Community health workers during field
* Ensure timely data reporting to concerns
* Ensure gathering of data on reasons from missed children and developed and implement data driven community engagement plan
* Ensure consistent recording and follow up of zero dose children by CBV workers and to facilitate local EPI vaccinator during outreach activities
* Follow up address gaps highlighted in third party field monitoring reports
* Close coordination with first level supervisor and senior level management team

 **Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak** | **Write** | **Understand** |
| Pashto(Mother tongue) | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Excellent |

**Extra- Curriculum Activities**

* I always remained a very good sportsman since my childhood. I used to play Cricket. I played Cricket for my school. Nowadays I also play and prefer playing Cricket.

**Computer Skills**

* Windows, MS word, MS Excel, MS power Point, MS access, scanning, Hardware, Internet browsing.

References

Can be provided on demand