Muhammad Amin

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DOB:1/3/1982

Objective

Applying for the position of Union Council polio Officer (UCPO). Versatile, reliable and efficient with plenty of years experience

 Supporting field Staffs and executives in high paced environments. Diversified

skills include client relations, human resources, recruiting, project management, and

administrative support. Excellent phone and digital communication skills.

Skills

Microsoft Office, Sales, Bookkeeping, Bookkeeping,.

Work Experience

Communications Officer

. Three years experience as communication officer UCCO in Expanded program on immunization (EPI)

.Four years experience as Area Supervisor ( AS) in relevant polio field of UC Milward B

.Five years experience as Science Teacher in Private School

. Make decisions that are critical to the outcome of emergency situations.

. Work independently, provide a calm and professional response when under extreme duress.

able to prioritize job duties in an environment where multiple emergency situations occur

simultaneously.

.Reason for Leaving Career Advancement.

Education

Msc Economics 2005- 2007(university Of Peshawar)

B.Sc ,2002—2004 ( University of Peshawar)

B.Ed ,2015---2017( Allama Iqbal University of Islamabad)