**MUHAMMAD AZEEM**

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**(Add: Sheikh Abad Speen Qabar Bara Tribal District Khyber)**

**(Postal.Add: Zakir PCO Khyber Chwak Bara Bazar, TD Khyber /Pakistan)**

**Objectives:**

I want to excel in this field with hard work,and with full dedication.

**Summary of activities:**

Provided professional technical,operational, Monitoring and administrative assistance throughout the programming process to different organizations/projects through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical Programme information while learning organizational rules, regulations and procedures to support the development and formulation of the Programme.

**Education:**

1. **(Master in Business Administration)**

ISLAMIA COLLEGE UNIVERSITY PESHAWAR

1. **DIT (Diploma in Information Technology)**

Board of Technical Education, Peshawar, KPK, Pakistan

**Experience:**

**1)Organizations:CTC, WHO, PEOPLE AND HEALTH DEPARTMENT KP(April ,2016- To Present)**

Position:(UC **Polio Officer, Delivery and Operations Officer and Health/Hygiene Promotor, Complaince Monitor)**

Programme:(Polio, Emergency Programme, MNCH Programme, and BISP waseela e Taleem Programme)

**RULES AND RESPONSIBILITIES**

* Programme Operations,monitoring, reporting and delivery of results.
* At the end of each month submission of complete datasheet against all the indicators along with the narrative.
* Submission of monthly and daily monitoring reports.
* Work closely and collaboratively with internal colleagues and partners.
* Participation in Field operational activities Surveillance
* Conflict management (Refusals coverage)
* Participation and managing special polio campaign activities
* Arrangement of security for the polio teams in security compromised areas
* Community Mobilization, School sessions, Public speaking, Public relations
* Employees Training, training and development.
* Facilitation in DDM (Direct Disbursement method) cards (payments to teams)
* Traveling to field and conducting performance management
* Data Collection, Data correction, Data Analysis, Data structuring.
* COVID Vaccination Planning,Mobilization and implementation.
1. To collect real-time data report using SMS and Smartphone technology, data collection is tabulated in a database which is compatible

**Achievements& Trainings:**

1. **Certificates &Awards**
* Received **best performer award in Polio Programme** from WHO & Political administration of Khyber
* Received **best event’s organizer** award in Polio Programme from WHO
* Certificate on **Prevention of COVID-19** byWHO
1. **Trainings**
* Trainings received upon Field activities and Social Mobilization activities arranged by UNICEF
* Trainings received upon Social/Community Mobilization activities arranged by WHO

**Areas of Expertise (Activities Performed):**

1. Office Operations, Filling and Record keeping
2. Community Mobilization, Public speaking, Public relations
3. Data Collection, Data correction, Data Modeling, & Database Management, Data Analysis.

1. Computer expertise**(MS-Excel, MS-Office,P-point Coral draw and Internet)**
2. Employees Training and development.

**Competencies & Skills:**

* Promote the vision, mission, and strategic goals of the organization.
* Strong analytical, organizational and interpersonal communication skills;
* Ability to work under stress and to multi-task.
* Acting as a team player and facilitating teamwork.
* Excellent writing and reporting skills.
* Ability to manage conflict; work independently and against tight deadlines
* Working experience with the United Nations;
* UNICEF and WHO Polio Programme.

**Linguistic skills:**

* Pashto (Excellent)
* Urdu (Excellent)
* English (Excellent)

**References:**

* **Dr. Kashif**

Area cordinator (WHO)

Contact: 0317-8117702

* **Dr.Misal khan**

Poli eradication officer(WHO)

 Contact:0333-9147611