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| ***Muhammad Suhail*** | **PRESENT ADDRESS.**SHEEN DRANG AJAB TALAB BARA DISTRICT KHYBER.  **PERMANENT ADDRESS:**MALAK DIN KHEL, UMAR KHAN KHEL, BASH KHEL TERA MAIDAN BARA DISTRICT KHYBER.  E:M.SUHAIL.AFRIDI@GMAIL.COM  Cell # : +92-345-9000706/+92-333-9170539 [PAK] | |
| OVERVIEW  Job Highlights:   * Working as a ALSM (area level social mobilizer) at KHYBER with UNICEP. * Worked as a TTM( temporary tehsil monitor) at WHO( world health organization) * Worked as a principal in Muslim Model High School Peshawar. * Worked as a principal at NADWA MODEL HIGH SCHOOL AND COLLEGE. * worked with BEST( Basic Education and Employable skill training) at Taru Nowshehra. * Worked as an Accountant in SAYDON Pharmaceuticals (Pvt) Limited Industrial Estate Peshawar Pakistan. * Worked for the Census of manufacturing industries in FATA under the supervision of FATA sectriate * Worked as a social organizer with ADF(alfalah development foundation) in the UNHCR funded project of skill development program for flood effected people of district Nowshehra LARAMA CAMP AND SHEKH MALTOON CAMP(MALAKAND IDP). * Worked as a field officer with ADF (alfalah development foundation) in the project of socio sycho support program for malakand IDP’s. * Worked as a social organizer with MSDO (morning star development organization) in the project of nutrition program for child and mother in FATA. * Work as a field officer in the project of food security in market assistance with WFP(world food program) in FATA. * Three Months INTERSHIP in NBP(National Bank of Pakistan) Civil Secretariat Branch Peshawar Pakistan.   I enjoy in a team environmentand welcome new and creative ideas from others&Ability to work to deadlines and under pressure. Ability to work well with others and can leads less experience staff & take the initiative to complete workwithin time limits & a high standard.  PROFESSIONAL PORTFOLIO   |  | | --- | | 2020-September. Still Now |   **Job responsibilities:**  **Job title. ALSM (area level social mobilizer)**  **Project name: Polio eradication + Routine immunization+ Covid-19**  Mobilization about the child vaccination and how to improve the child health with response to routine immunization. Worked with different project like M&R(measles and rubella) campaign to protect the community against such contagious diseases.   |  | | --- | | 2016-Feb. 2017-Feb |   **One year Work experience as a TTM (temporary tehsil monitor) with WHO( world health organization).**  **Jobs responsibilities:**  **Project name: POLIO ERIDICATION PROGRAM.**  Monitoring and supportive supervision,  Mobilization and Coordination to insure active AFP surveillance.  During campaign meeting with formal health providers.  Participation in UC level evening meeting.  Participation in planned trainings before the campaign.  Daily reporting/feedback sharing with first line supervisor.   |  | | --- | | APRIL , 2 0 17 – MARCH 2020 |   MUSLIM MODEL HIGH SCHOOL(educational institution)  sheen drung ajab talab bara District khyber.  **Job title: Principal**  **Job description: Jobs responsibilities:** Monitoring/observing overall progress/performances and status of staff  Monthly meeting with parents  Weekly Class visits.  Schedule planning at the start of session.  Curriculum selection and syllabus planning for new session  Coordination meetings within Organizations.  Conducting Skills enhancement trainings for administrative level staff.  Arrangements of co-curriculum activities for students at district level.   |  | | --- | | 2013-2015 |   Nadwa model high school and college tela band road badaber peshawar  **Job TITLE: PRINCIPAL**  **Jobs responsibilities:** Monitoring/observing overall progress/performances and status of staff  Monthly meeting with parents  Weekly Class visits.  Schedule planning at the start of session.  Curriculum selection and syllabusplanning for new session  Coordination meetings within Organizations.  Conducting Skills enhancement trainings for administrative level staff.  Arrangements of co-curriculum activities for students at district level.   |  | | --- | | 2012 |   BEST(Basic Education and Employable Skill Training) NGO( non profitorganization)  Nowshera Taru-1 Peshawar Pakistan.  **Jobs responsibilities: (food distribution program from WFP)**   * Worked as a Data entry officer. * Manually writing the IDP’s data to maintain the record for future issues. * worked on Exact to collect token and maintain the token record with the online. * work with store keeper. * To report issues of IDPs and communicate with concerns for resolving.  |  | | --- | | 2 0 0 8 – 2011 |   SAYDON PHARMACEUTICALS (PVT) LIMITED Company  77/A Industrial Estate Hayatabad Peshawar Pakistan.  Accoutant  Duties & Responsibilities:   * Accountant, Checking and Prepared the Factory Employers Salary And the Field Force Salary, Prepare The Journal Vouchers & Payment Vouchers Receipt and Daily Expense.  |  | | --- | | JUNE, 2 0 0 9 - AUGUST 2 0 0 9 - 2 months |   NBP(national bank of pakistan)civil secretriat branch peshawarPakistan)  Internship  Duties & Responsibilities:   * Worked in establishment department. * Worked in maintaining department. * Worked as a data Entry operator in the Bank. * Worked as a Assistant Cashier in the Bank. * Dealing the customers in car leasing.   EDUCATIONAL QUALIFICATION  **secondary school certificate (ssc) November,2002**  SSC (Science) from Board Of Intermediate And Secondary Education Peshawar Pakistan,  **Subjects:** English, Urdu, Islamic Studies, PS, Maths, Physics, Chemistry, Biology.  **Higher Secondary School Certificate (hssc Pre-Medical) 2004**  Government Degree College KohiSherHaider Bara Khyber Agency From Board Of intermediate and Secondary Education Peshawar*, Pakistan.*  **Subjects:** English, Urdu, Islamic Studies, PS,Biology, Chemistry.  **Bachelor Of Science ( Pre-Medical) 2006**  Bachelor of Science (Pre-Medical ) From Peshawar University Peshawar Pakistan.  **Major Subjects:** Chemistry, Zoology, Botony  **Master of Business Administration [MBA ( Finance)] 2009**  Master Of Business Administration MBA (Finance) From City University Of Science And Information Technology Peshawar Pakistan  **Subjects:**Fundamentals of accounting, Business communication, principal of Management, principal of Marketing, Financial Accounting, Micro Economic, Business Finance, Human Resource Management, Marketing Management, Business Mathematics & Statistics, Cost Accounting, Management information System, Macro Economics, Financial Management, Project Management, Methods in Business Research, Financial Institutions & Capital Markets, Investment & Portfolio Management, Corporate Finance, Organizational Behavior, Entrepreneurship, Strategic Management.  COMPUTER PROFICIENCY   * Microsoft Office, Excel, Word, Power point. * InternetBrowsing, downloading , uploading. * Windows 7/XP   PERSONAL INFORMATION   |  |  |  | | --- | --- | --- | | Nationality | : | Pakistani | | Date Of Birth | : | 15th March, 1986 | | Religion | : | Islam | | Marital Status | : | married | | Languages | : | English, Pashto& Urdu | | Driving License | : | Islamic Republic Of Pakistan. | | | Software Skills   * Office Automation Course (*Latest*) * Microsoft Office, Excel * Word ,Power point * Peachtree * Acrobat Professional * InternetBrowsing * Windows 7/XP   Working Highlights   * Accounts officer * Supervise accounts department, * Dealing with banks. * Assist the Management day to day business. * Prepare balance sheet. * Prepared all kinds of vouchers. * Prepared the factory Employees Salary and field force salary.   Computer Skills & Other Qualifications   * MS Office * Windows and any other installations. * Internet.   REFERENCES  PAKISTAN  Mutabar khan. UCPO ajab talab. 0315-9392639  Mr. Abdul Salam  The director of Musliim model high school.  Cell no. 0333-9308539  Ihsanullah  The teamleader of BEST  0345-9200032  Mr.Saeedullah  The principal of Nadwa model high school.  Cell no.0345-9026432 |