******SAMEED ULLAH**

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Contact: +92.0300-5884172, 0335-5553269

**Career Objective**

To enter in a challenging environment providing my best services & take part in the growth & benefit of the organization so that I will be able to develop a successful career using optimum blend of knowledge & skills

**Experience Profile**

**Program Assistant**

**Improved Child Health Project FATA (ICHP)**

**Save the Children US**

**Working Experience as Program Assistant Save The Children US (ICHP) (2nd April, 2009 TO July, 2010).**

Job Responsibilities

* Compose routine correspondence and reports as per supervisor’s instruction
* Maintain dispatch records
* Monitoring of free medical camps.
* Coordinate special projects and events, office activities and committee meetings
* Maintain calendar for the projects activities, schedules appointments and meeting rooms.
* Facilitate staff travel arrangements for assistance
* Maintains and balances petty cash fund
* Facilitate and holding up Seminars and Workshops at agency level
* Facilitate staff traveling in the agency area
* Communication of official correspondence to the project supervisors
* Maintains records through filing, retrieval, retention, compilation, coding, updating.
* Participate among agency level seminars and workshops for updating information of project activities
* Office Maintenance
* Providing First Aid Facility where needed
* Instructing people regarding First Aid Facility

 **Community Social Organizer**

 **CAMP (Community Appraisal & Motivation Program)**

**Working Experience as Community Social Organizer the Qadam Welfare (ist January, 2010 to Dec, 2010).**

Jobs Responsibilities

* Participate among agency level seminars and workshops for updating information of project
* Facilitate staff traveling in the agency area
* Maintain dispatch records
* Monitoring of free medical camps.

 **Field Supervisor**

**BISP (Benazir Income Support Program)**

**as in Benazir Income Support Program (10th July 2011 to 30th Nov,2011)**

Jobs Responsibilities

* Attending the coordination meetings of the BISP staff.
* Raising awareness among the community about the importance of the survey.
* Distribution and collection of survey assessment forms through subordinates.
* Monitoring of the subordinate surveying team.
* Monitoring the progress of the overall survey.

**Field Supervisor Polio**

**Working as field supervisor in polio area mirdad khel 2**

**(1st April 2015 TO MAY 2015)**

Jobs Responsibilities

* Collect vaccination and other related things from concern authority.
* Training of teams.
* Provide the vaccination to teams.
* Supervision of teams.
* After work done by teams take clusters.
* Compile the data.
* Forward the data to the concern authority

**Third Party Field monitor**

  **EYCON**

**Working as third party field monitor in Tehsil Landi Kotal District Khyber**

**(1stAugust 2015 Upto Dec 2017)**

Job responsibilities

* Prepare weekly/monthly field plans and share with FC.
* Visit each target UC/Area and collect data from field during field monitoring.
* Share data and reports with MRO as per standard format and according to agreed timeline.
* Report critical issues from the field on daily basis as well as debrief the respective COMNet supervisor on these issues.
* Compile monthly narrative reports and send to MRO.
* Attend monthly review meeting and present findings and answer questions.

**Third Party Field monitor**

  **MICROMERGER**

**Working as third party field monitor in Tehsil Landi Kotal District Khyber**

**(1stMay 2018 upto April,2020)**

Job responsibilities

* Prepare weekly/monthly field plans and share with FC.
* Visit each target UC/Area and collect data from field during field monitoring.
* Share data and reports with MRO as per standard format and according to agreed timeline.
* Report critical issues from the field on daily basis as well as debrief the respective COMNet supervisor on these issues.
* Compile monthly narrative reports and send to MRO.
* Attend monthly review meeting and present findings and answer questions.

**EDUCATIONAL AND ACADEMIC QUALIFICATION**

* **Master (Master in Public Administration)** 2009

Core Subjects: Human Resource Management, Public Administration, Strategic Management,

Conflict Management.

* **Bachelor (Arts)** 2006

 Core Subjects: English, Economics, statistics.

* **Intermediate (Arts)** 2004

Govt Degree College Peshawar

* **Matriculation (Science)** 2002Muslim Public School Peshawar

**Computer Proficiency**

Well versed with the latest versions of the following:

|  |  |
| --- | --- |
| * MS Office
* Internet
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**languages**

Fluent in the following languages (both written and spoken):

* **English**
* **Pashto**
* **Urdu**

**Personal detail**

Father Name:Zarin Shah

Date of Birth: 18-03-1986

Marital Status: Married

Nationality: Pakistan

**References**

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