

**ATTA ULLAH**

Contact: 03045272698 03469077880

Email: attaullahafridi591@gmail.com

**Objective**

A career in an organization where the potential of my educational qualification, knowledge, intelligence and smart working nature would be utilized manually for the beneficial and valuable progress and development of both individual as well as an organization.

**Educational Qualifications**:

|  |  |  |
| --- | --- | --- |
| **School/University Attended** | **Qualification (s) Obtained** | **From – To** |
| Institute of Management Sciences Peshawar | Masters in Public Administration  (Human Resource) | 2010-2012 |
| University of Peshawar | B.A | 2008-2009 |
| Govt:Degree College Landi kotal Khyber Agency | F.S.C | 2005-2006 |
| Govt:High School Soorkamar | Secondary School Certificate | 2003 |
| Research and Development Organization | Two months Office Automation Course | July 2004 to August 2004 |

**Skills and Proficiencies:**

1. **Communication** - Deals with internal and external Staff at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.
2. **Problem solving** - Resolves in-depth queries in a methodical manner independently and with internal and external Staff and partners to find appropriate resolutions, efficiencies and high level of quality.
3. **Team Player** - Enjoys sharing knowledge and encouraging development of others to achieve specific team objective.
4. **Planning and organizing** - Refined planning and organizational skills that balance work, team support and responsibilities in a timely and professional manner.

**Research: 2010-12**

Job Stress Analysis of Public Sector Bank and Private Sector Bank.

**Additional Credentials:**October 2013– March 2014

**Internee***:* *Faysal Bank Karkhano Market Branch.*

Completed my internship at the Faysal Bank at Karkhano Market Branch as a mandatory requirement of the degree, but also for my interests in finance and how a bank plays its role in the economic-development of a nation. I worked in its different sections. I was made required to observe the routine office work, spending a week in each section, followed up by producing my internship report.

* + Have attended a seminar on Federalism, Training & Development, Policy making & implementation
  + Have excellent skills in Microsoft Office (Word, Excel, PowerPoint, Access), and SPSS.

**Experience:**

**01. Worked as a Logistic Assistant:**

**Organization:** Al-Faisal Logistic International Kabul Afghanistan.

**Duration:** From September 2012 to September 2013

**Key Responsibilities:**

* + Daily visit of container Yard.
  + Taking Picture of Sealed of Container.
  + Taking of Data of Container daily Base from Yard Boy then Compile.
  + Data Sharing with Head office at Karachi on daily base made night.
  + Tracking of Container on the way.
  + Reporting to manager concerned
  + Preparation of transporter dues.
  + Maintain Leave record, attendance. of the staff.
  + Assists in the completion maintenance of personnel files
  + Responds to incoming phone calls takes messages in the absence of management personnel.

**02. Worked as TTM:**

**Organization:** WHO

**Duration:** From February 2015 to September 2015

* Monitoring of Team during Polio Campaign.
* Taking of Cluster during campaign and post Campaign.

**03. Worked as Area Supervisor:**

**Organization: CTC**

**Duration:** From September 2015 to May 2016

**Key Responsibilities Performed:**

**Pre campaign Activity:**

* Conducting of Micro censes before each Campaign.
* Validation of Micro censes .
* Conducting of Team Training
* Conducting of Inauguration ceremony.
* Conducting of School Session.
* Conducting of Parents meeting.
* Microplaning for upcoming Campaign.
* Taking part in STPEC meeting.
* Identification of HRGs
* **During Campaign Activity:**
* Morning meeting with Staff
* Giving OPV vials according to Target
* Meeting with Security Personnel.
* Monitoring and Supervision Of Staff
* On the Job training during campaign.
* Evening meeting conducting with Staff and Solving of the problem..
* **Post Campaign Activity:**
* Insuring 100 % coverage of Still Missed Children.
* Sharing data with DPCR on day 12th.
* Conducting meeting with EPI personal and Follow up of Zero dose children.

**04. Worked as Unit Supervisor:**

**Organization: CTC**

**Duration :** FromMay 2016 to April 2021.

* **Key Responsibilities Performed:**
* Planning for polio campaigns
* Conducting of Training of Community Health Workers and Area Supervisor before each campaign
* Meeting with LEAs for security plan
* Participating in STPEC meeting
* Validation of micro censes and demarcation of boundaries.
* UC wise micro plan preparation 15 days before each campaign.
* Area wise disk and field validation conducting.
* IEC material and other logistics receiving and distributing among field staff
* Campaign readiness report preparation.
* Mobilization activity conducting
* Preparation of contingency plan.
* UC wise morning meeting during polio campaigns.
* Monitoring and supervision off staff during filed work
* On the job training and Solving of field issues on time.
* Taking of cluster and team checking
* Cheking of OPV vials cold chain and finger marking of children.
* Data reporting analysis on daily base before sending it to DSC .
* Capacity building of All Staff.
* Evening meeting UC wise then Tahsil wise.
* Insuring 100% coverage of still missed children.
* Preparation of community engagement plan.
* Follow up of Zero dose coverage and TPFM finding.
* Support in market Survey.
* Sharing of Campaign data to DSC.

**5 . Working As a UCDO From April 2021 Till Now.**

**Organization: People**

**Key Responsibilities Performing.**

**As a Union Council Delivery and operations officer**

**Performing Overall Operation and delivery of the Polio campaigns of UC level**

**Reciveing of Vaccine Markers and other logistics and then distributing to the bottom level**

**Supportive Supervision of Child Registration.**

**Conduction of Field validation of Microcenses.**

**Conduction of Pre Campaign CBV Training.**

**Supporting Area level Staff in Demarcation of each CBV worker in his area of work.**

**Participation in UPEC meeting.**

**Supervision of Area Supervisor and Community health workers.**

**Ensuring the implemention of recommended action by field monitor.**

**High Quality UC level Microplan preparation and development .**

**All house hold data preparation and timely submission to the District Emergency Operations Centre.**

**Compile,Analyze and report monitoring and feed back submission to DEOC.**

**Also performing Extra Duty as Union Council Polio Manager.**

**Overall management of UC .**

**Planning organizing different tasks and activities.**

**Monitoring and Supervision of Campaign and Providing report to the town.**

**Implementation of SIAs in Hard to reached areas.**

**Verfication during new staff hiring and selection .**

**Supporting of Communication officer during socil mobilization activities implemention.**

**Quick Decision making and have ability to work effectively with team.**

**Ability to work work well under pressure.**

**Personal Details:**

Date & Place of birth: 15 September 1985 Jamrud.

**Languages:** English, Urdu , Pushto

**Marital Status and Children**.Got married in 2001 have 4 son and 2 Daughters.

**References:**

Nisar khan

Tehsil Delivery & Operations officer jamrud

Nisarkhanmgi54@gmail.com