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| |  |  |  | | --- | --- | --- | | **Personal Info:** | Abdul Wahab Father Name: Khan Badshah DOB: April 02,1985  Domicile: Khyber agency (FATA)  Nationality: Pakistani Address: Shinwari, Khuga khel Landi kotal Khyber agency  Contact: 03017055560, 03028355560 Email: [wahabshinwari@gmail.com](mailto:wahabshinwari@gmail.com) |  | | |
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| **Objective:** | **To seek a challenging career that utilizes my skills and abilities and provides an opportunity to work in a professional environment. I solemnly believe in hard work and devotion and hence, offer my services to the best of my capabilities.** | |  |  |
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| **Experience:** | |  |  | | --- | --- | | Company | **SPDA “Special Person Development Association”** | | Organization Type | NGO | | Designation | Project officer | | Location |  | | Type of Experience | full Time | | Tenure | From 2014 to till now | | Description | * supervision and monitoring of all activities * coordinate preparatory activities for the project * coordinate execution of project including data collection, analysis etc. * coordinate with the partner, donor, government officials and other stakeholders * assigning roles and responsibilities to the project staff * writing reports, preparing proposals and budgets * arranging staff meetings and developing work plane, reporting format, schedules | | |  |  |
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| **Project:** | |  |  | | --- | --- | | Company | **SPEED** | | Title  Funded by | New Dawn  **USAID** | | Role | Project officer | | Tenure | Sept-2012 To March 2014 | | Description | * Report preparation of project field activities and maintain record * Coordinate/communicate field activities with project management. * Submission of weekly and monthly activity report to the management. * Responsible for collection and dissemination of project concerned information in the field. * Conflict resolution * Formation of village committees and village profile. * Conducting trainings and discussion on the awareness of FCR Reforms * Distribution of awareness material in the community | |  | | |  | | | Company | **SPEED** | | Title  Funded by | Establishment of vocational training center  **F.D.A** | | Role | Project Officer | | Tenure | Feb 2010- July 2010 | | Description | * Organize and conduct meetings with project partners and stakeholders. * Report preparation of project field activities. * Coordinate/communicate field activities with project management.   - Establish vocational training center in local community of landi kotal (FATA).   * Mobilized the community. * Coordination with all project staff in implementation of the project activities. * Providing inputs for monthly progress reports. * Providing inputs for an interim report on the achievements of the project & the lessons learnt by each quarter. | |  | | |  | | | Company | **SPEED** | | Title  Funded by | Community for Change  **CAMP** | | Role | Social organizer | | Tenure | September 2010- July 2012 | | Description | * Organize and conduct meetings with project partners and stakeholders. * Proposal developing and Report preparation of project field activities. * Conducting project activities in the proposed area * Coordinate/communicate field activities with project management. * Mobilized the community. * Coordination with all project staff in implementation of the project activities. * Providing inputs for monthly progress reports. * Providing inputs for an interim report on the achievements of the project & the lessons learnt by each quarter. | |  | | | Company | **CAMP** | | Title | Assessment of Emergency Health care services in Khyber agency | | Role | Enumerator | | Tenure | August-2011To September-2011 | | Description | * Data collection * Field Surveys * Assessment of equipment | | Company | **PCSIR** | | | | Organization Type | Government | | | | Designation | Internee | | | | Location | University Road Peshawar, Pakistan | | | | Type of Experience | Internship | | | | Tenure | May-2009 To Aug-2009 | | | | Description | - Data collection.  - Checking water quality parameters  - Collection of water samples  - Field visit  - Preparing reports | | | |  | |  | | |  |  |
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| **Skill:** | |  |  |  | | --- | --- | --- | | **Skill Name** | **Level** | **Last Used** | | Concept Papers preparation | Excellent | Aug 2010 | |  | | | | Scanning, Printing, Composing and Report Writing | Excellent | Currently Working | |  | | | | Mobilization and Management | Excellent | Currently Working | |  | | | |  | | | | Project Proposal Writing | Good | Aug 2010 | |  | | | | |  |  |
| **Education:** | |  |  | | --- | --- | | Degree Name | **Masters in Environmental Science** | | Level Attained | **Master Degree** | | CGPA | 3.5 | | Institute | University of Peshawar, Peshawar | | Address | Pakistan | | Session | 2006 – 2008 | | Majors | Environmental Impact Assessment, Applied Ecology, Remote  Sensing, Environmental Chemistry, Health Safety and  Environment, Environmental Geology, Research Methodology,  Environmental Planning & Management, Natural Resource  Management, Pollution Control Technology, Environmental Policies and Laws. | |  | | | |  |  |
| |  |  | | --- | --- | | Degree Name | **Bachelor of Biological Sciences (B.Sc)** | | Level Attained | Bachelor Degree (2 years) | | Level Attained | 55.09 | | Institute | Government Degree College Landi kotal Khyber Agency | | Address | Khyber Agency, Pakistan | | Session | 2003-2005 | | Majors | Chemistry, Zoology, Geography | |  | | | |
| **Language:** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Read** | **Write** | **Speak** | **Understand** | **Typing** | **Shorthand** | | **English** | | | | | | | Easily | Easily | Easily | Easily |  | -- | | **Urdu** | | | | | | | Easily | Easily | Easily | Easily |  | -- | | **Pashto** | | | | | | | Easily | Not Easily | Easily | Easily | -- | -- | | |  |  |
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| **Reference:** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** | **Title** | **Company** | **Phone/Email** | **Acquaintance** | **Type** | | Muhammad shakeel | Project Manager | PEDO | 03219850050 | 10 Years | Professional | | Ihsan doudzai | President | SPDA | 03339184047 | 8 Years | Professional | | |  |  |
| **Additional Info:** | Having experience of handling the field matters and problems of project’s site.  Attended training seminar on Project Planning & Management Arranged by Community Appraisal &  Motivation Program (CAMP)  Attended training on Networking & Report Writing arranged by CAMP  Attended training on Independent Living arranged by CHEF International.  Attended one day Training on Climatic Change arranged by Saaiban.  Attended training on Youth Leadership arranged by Baacha Khan Education welfare organization.  Attended workshop on Climatic Change & Environmental Problems arranged by HEC.  Attended seminar on Solid Waste Management arranged by Environmental Protection Agency &  Unicef  Attended two days workshop on Biodiversity in Peshawar University.  Attended Three days workshop on climatic change organized by EPA.  Attended three days training on Peace & Conflicts Resolution organized by Paiman Trust. | |  |  |