

Muhammad Fawad

Mohallah Saf Khel, Village Azakhe Payan Post Office Azakhel
Payan ,District Nowshera, Khyber PakhtunKhuwa.
Contact Number: +92 3349298726,
E-mail: fawadm314@gmail.com

Professional summary:

I am working in social sector for the last nine years. During this time I performed multiple tasks in the field e.g Team management, data analysis, data management, Social mapping, awareness sessions, training sessions, different level meetings, monitoring and evaluation and reporting. Strong written and verbal communication skills and sound knowledge of MS Office specially excel application with typing speed 40 WPM with accuracy.

ACADEMIC QUALIFICATIONS

Master in Computer Science, University of Peshawar 2010.

B.Sc, University of Peshawar, 2006.

F.Sc (pre engg), (BISE) Mardan, 2004.

Matriculation (Science), federal 2002.

WORK EXPERIENCE

Union Council Polio Officer (UCPO)

With WHO

SUPPORTED BY

WHO POLIO ERADICATION PROGRAM

From Nov 2011 to 28th feb 2021.

JOB RESPONSIBILITIES:

1. Micro Planning:

- Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.
- Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per need.

Trainings:

- Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
- Partnership and Coordination: Promote partnership with all influencing factors at UC level in support of SIAs.

2. Campaign Implementation

Monitoring:-

- Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO

Data collection: and analysis:-

- Collect and collate the tally sheet data from the area of responsibility on daily basis. Ensure proper implementation of SIAs with special attention to hard-to-reach areas and under- served high risk populations.
- Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign.
- Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.
- Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/marker survey results.
- Facilitate the work of Independent Monitors.
- Working as UCPO (Union Council Polio Officer) at WHO Since last Nine year. Monitoring of

polio campaign

- Pre-Campaign activity, Intra Campaign Activity and Post campaign activity.
- Collection of Data, Analysis of Data at UC Level. Visiting EPI Centre outreach monitoring session.
- Conduct Mother Awareness session about Routine Immunization and Acute Flaccid Paralysis.
- Conduct Awareness Session in Villages, Govt. Hospitals, Private Clinics for AFP (Acute Flaccid Paralysis) find out AFP Cases and reported timely to higher authorities. Monitoring.
- Evaluation of Polio Campaign, EPI centers, Active Surveillance Sites and Zero Reporting Site at UC Level.

MISSIONS:

1. Having the honor of providing technical services in 2 Missions of District Torghar in the outbreak of VDPV in the region. In the mentioned missions, target Micro Plans were revised, Teams were trained and their Route Maps were updated as per SOPs which improved the quality of campaigns at critical juncture of PEI.

SKILLS

Communication

- As worked in Social Organization, it is important to communicate with a variety of staff and different kind of Banks.
- Working in public service office requires ability to communicate with various type of public and to handle difficult situations with tact and sensitivity.

Planning / Organizing

- As working as UCPO I managed a team of co-leagues and supporting staff, which included organizing staff rosters and prioritizing tasks.

Team work

- I worked as part of team on busy duty stations, sometime under great pressure. Here flexibility and initiative were essential.
- As an office temp it was necessary to fit into a team immediately and to pick up information quickly.

Computing

- Sound knowledge of Ms Office Suite (Word, Excel etc)
- Computer Hardware
- Troubleshooting, Hardware / software installation.
- Typing at 40 WPM

Languages

English, Urdu, Pashto,

References

Can be provided on demand