

# Muhammad Arif

Masters in Sport Science

Session (2010-2012)

Chak No.648/TDA, Tehsil Kot Addu, District Muzafar Garh

Contact #: 0306-8660387, 0344-3962730

E-mail: [arifkhanmashori@gmail.com](mailto:arifkhanmashori@gmail.com)



<b>Objective</b>	To work with an aim to gain valuable hands on experience and professional skills in an organization providing challenging learning and dynamic environment and then to use the learned skills effectively and efficiently for achieving the organizational goals and objectives.
<b>Qualification</b>	<b>Masters in Sport Science</b> University of Sargodha <u>Major Subjects:</u> <ul style="list-style-type: none"><li>• Anatomy</li><li>• Rule of Game</li><li>• Nutrition</li><li>• Rule of Game</li><li>• Nutrition</li><li>• Rule of Game</li><li>• Management</li></ul> Track & Field
<b>Working Experience</b>	Organization: <b>PHC Global</b> Project: TCV Campaign Designation: Assistant Manger & Field Associate Location: Union Council Urban City Layyah & Urban Chowk Sarwar Shaheed, Muzafar Garh Duration: 15 <sup>th</sup> March 2021 to Till Now. <u>Core Responsibilities:</u> <ol style="list-style-type: none"><li>1. Provide technical support to pre-campaign activities (Micro Planning, preparing and monitoring) UC level.</li><li>2. Monitor the availability of human and material resources</li><li>3. Ensure selection of appropriate vaccinators and supervisors</li><li>4. Monitor and support the trainings in the pre-campaign phase;</li><li>5. Monitor and supervise the Implementation phase on daily basis.</li><li>6. Monitor the utilization of resources and report issue, if any.</li><li>7. Participate in the identification and selection of the appropriate independent monitors for Post Campaign monitoring and</li></ol> <b>Evaluation</b> <ol style="list-style-type: none"><li>8. Thorough analysis of the post campaign independent monitoring data and Support the UCMO for actions required, if any.</li></ol>

Organization: **World Health Organization**  
Project: Polio Eradication Initiative & EPI Coverage  
Designation: Union Council Polio Officer(UCPO)  
Location: Union Council Pattal Munda Kot Addu, Muzafar Garh  
Duration: 13<sup>th</sup> November 2013 to 28<sup>th</sup> Feb 2020.

Core Responsibilities

-Supplemental Polio Vaccination Campaigns (SIA)

1. Provide technical support to pre-campaign activities (Micro Planning, preparing and monitoring) UC level.
2. Monitor the availability of human and material resources
3. Ensure selection of appropriate vaccinators and supervisors
4. Monitor and support the trainings in the pre-campaign phase;
5. Monitor and supervise the Implementation phase on daily basis.
6. Monitor the utilization of resources and report issue, if any.
7. Participate in the identification and selection of the appropriate independent monitors for Post Campaign monitoring and

**Evaluation**

8. Thorough analysis of the post campaign independent monitoring data and Support the UCMO for actions required, if any.
9. Analyze the monitoring data of all the Phases (Pre-Campaign, Campaign and post Campaign) and provide/report to the PEO with actionable data for decision making.
10. VPD Surveillance and zero reports collection.
11. Provide special focus on the high risk populations during all the phases of the campaign

Organization: **PRSP-SCP**  
Project: School Counseling Program  
Designation: Social Educator  
Location: Muzaffar Garh  
Duration: October 2009 to August 2011

Core Responsibilities:

- To follow the process of general mobilization of community assigned/delineated by PRSP.
- To mobilize community to work for the welfare of the society/students as a whole on self-help basis.
- To create awareness among the people regarding importance of education.
- To motivate people for taking part in the campaign of government against illiteracy.
- To motivate community to send every school going age child to

	<p>school.</p> <ul style="list-style-type: none"> <li>• To help realize community to make school environment conducive to attracting children to school.</li> <li>• To motivate all the community members to take active part in the affairs of the local school(s).</li> <li>• To help community to reconstitute/reactivate School Councils in their respective schools.</li> <li>• To keep close liaison with School Councils and make them functional.</li> <li>• To help School Councils to draw their annual plans.</li> </ul> <p>To attend School Council meeting and provide them assistance in executing their day to day work.</p>
<p><b><i>Computer Skills</i></b></p>	<ul style="list-style-type: none"> <li>• Database management system (Pakistan Institute of Computer Science)</li> <li>• Operating System (windows98,2000, Me, XP) Microsoft Office (Word, Excel, PowerPoint, Access)</li> </ul>
<p><b><i>Professional Trainings/ Workshops</i></b></p>	<ul style="list-style-type: none"> <li>• 3 Days training on Disaster Risk Reduction &amp; Rehabilitation</li> <li>• 2 Days training on Data Collection</li> <li>• 3 Days training on Communication for Development</li> <li>• 3 Day training on Monitoring &amp; Evaluation</li> <li>• 2 Days training on Leading &amp; Management</li> </ul>
<p><b><i>Skills/Interests</i></b></p>	<ul style="list-style-type: none"> <li>• Possess excellent helpdesk/support background with sound technical and exemplary administrative skills</li> <li>• Always willing to learn and can produce measurable results in a fast pace environment</li> <li>• Aptitude to organize effectively and balance multiple projects with tight deadlines</li> <li>• Creative, thinker with high level of commitment and follow through sound communication skills at all levels in a clear and concise manner</li> <li>• Reading News Papers and Books, Group Discussion Net-surfing and watching Talk Shows and Music</li> </ul>

<b><i>Personal Profile</i></b>	CNIC No: 32303-3862106-1 Date of Birth: 12/12/1988 Father's Name: Abdul Ghafoor Marital Status: Married Gender: Male Nationality: Pakistani
<b><i>References</i></b>	<b>Reference # 1</b> Dr. Syed Razi Abbas Shah Polio Eradication Officer World Health Organization Cell # +92-310-0047979 <b>Reference # 2</b> Mr. Rafiq Ahmad Khan Deputy DEO District Layyah Cell # +92-301-6964188 <b>Reference # 3</b> Senior Subject Specialist Mukhtar Ahmad Khan HSS Chowk Sarwar Shaheed Cell# +92-306-5119607