

Education

Lahore Leads University
MBA (HRM), Services
Administration | Lahore
September 2017

University of the Punjab
B.Com, Commerce | Lahore
September 2010

BISE
I.com, Commerce | LAhore
August 2007

BISE
Matric, Computer Science |
Multan
August 2005



Atif Naeem Ullah

34 years old

Union Council Communication Supporting Officer @ People
Training & Consulting Company

Summary

I am seeking employment with a company where I can grow professionally and personally. I seek challenging opportunities where I can fully use my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

Certifications

Effective Facilitation Skills
UNICEF
February 2015 - February 2015

Leadership & Management
UNICEF
March 2012 - March 2012

Skills

Health Care

Awards

Certificate of Appreciation,
UNICEF
December 2013

Industry

- Healthcare/Hospital/Medical
- administration

Functional Area

- Health & Medicine
- Administration

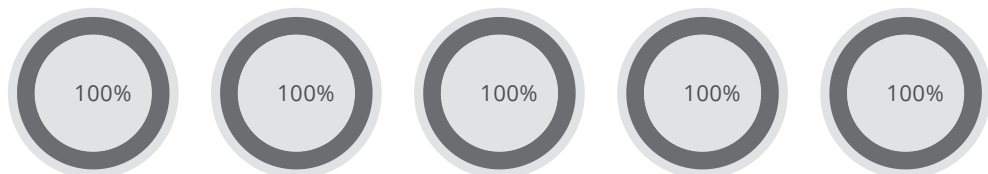
Languages

- Punjabi - Native
- Urdu - Native
- English - Medium

Hobbies

- Tourism
- Listing songs

Specialities



Quality
Management

Administrative
Skills

Task
Management

Communication
Skills

Supervisory
Skills

Work Experience

18 Months

Mar 2021 - Present

**Union Concl Communication Supporting
Officer**
PEOPLE Pvt. Ltd.

Work duties: Planning : In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro-plans of the highest quality. Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO). Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation. Ensure influential religious leaders, elders, etc. are included in team micro-plans. Assist in preparation of SM work plan and IEC activity plan for the respective areas. Ensure inclusion of SMs' names in the UC micro-plan. Participate in UPEC meetings and support development and implementation of UC social mobilization plan Implementation & Monitoring (Mapping) : Create and manage a network of reliable 'informers' with contact details of incoming migrants / labourers, nomads, temporary slum dwellers, etc.in all revenue villages of the UC. List congregations that require interventions and mobilize leaders in co-ordination with MOIC. Identify religion / cultural belief system / behaviours and accordingly use this to feed into communication material / strategies and planning. Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly. Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI. Leading and Supervising for Social Mobilization : Support Social Mobilizers (SMs) in creating awareness and educating the community about on-going activities for polio eradication and routine immunization. Identify, recruit, train (build capacity of SM's on skills, effective counselling such as partnership building, planning etc.) and supervise social mobilizers in high risk areas (HRAs). Facilitate SM Induction Trainings as well as all Refresher Trainings with the help of Line managers. Provide exhaustive field orientation and on-the-job training to SM's.

1 Month

Jan 2021 - Feb 2021

**Union Council Communication Supporting
Officer**
Chip Training&Consulting Co

Work duties:
Planning :

- In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro-plans of the highest quality.
- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO).
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans.
- Assist in preparation of SM work plan and IEC activity plan for the respective areas.
- Ensure inclusion of SMS' names in the UC micro-plan.
- Participate in UPEC meetings and support development and implementation of UC social mobilization plan

Implementation & Monitoring (Mapping):

- Create and manage a network of reliable 'informers' with contact details of incoming migrants / labourers, nomads, temporary slum dwellers, etc. in all revenue villages of the UC.
- List congregations that require interventions and mobilize leaders in co-ordination with MOIC.
- Identify religion / cultural belief system / behaviours and accordingly use this to feed into communication material / strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI.

Leading and Supervising for Social Mobilization :

- Support Social Mobilizers (SMs) in creating awareness and educating the community about on-going activities for polio eradication and routine immunization.
- Identify, recruit, train (build capacity of SM's on skills, effective counselling such as partnership building, planning etc.) and supervise social mobilizers in high risk areas (HRAs).
- Facilitate SM Induction Trainings as well as all Refresher Trainings with the help of Line managers.
- Provide exhaustive field orientation and on-the-job training to SM's.

Work Experience

24 Months

Feb 2019 - Feb 2021

Union Council Polio Officer

Chip Training & Consulting Company

Work duties:

UC level duties:

- 1) Assist the Polio teams
- 2) Prepaid the Micro plans
- 3) Supervision of Polio teams in campaigns
- 4) look the administrative issues
- 5) Manage and Conduct the Pre, during and Post campaign activities
- 6) Ensures administration and implementation of HR strategies and policies at UC level.

Routine Immunization (EPI) duties:

1. Prepared the monthly plans with UC vaccinators.
2. Prepared the monthly reports of UC routine immunization reports.
3. Conducted the EPI clusters on monthly basis.
4. Checked and maintained the routine immunization vaccine record on UC basis.
5. Attend the monthly meeting of vaccinators at town level.

71 Months

Feb 2013 - Jan 2019

Union Council Polio Officer

World health Organization

AFP Surveillance and Stool sampling duties:

1. Conducted AFP surveillance activities in Fatima Memorial Hospital.
2. Facilitate my PEO in Fatima memorial Hospital for AFP surveillance.
3. Informed the PEO in time about AFP case and facilitate the PEO for Case investigation.
4. Conducted the AFP session in Fatima Memorial Hospital with the guidance of my PEO.
5. Doing AFP surveillance at UC community based clinics, Hospitals.
6. Take a stool sample of AFP cases from Fatima Memorial Hospital and from my UC community.
7. Changed the Ice packs in time during stool sampling period.
8. Submitted the stool sample in district store room in time.

Routine Immunization (EPI) duties:

1. Prepared the monthly plans with UC vaccinators.
2. Prepared the monthly reports of UC routine immunization reports.
3. Conducted the EPI clusters on monthly basis.

4. Checked and maintained the routine immunization vaccine record on UC basis.
5. Attend the monthly meeting of vaccinators at town level.

Focal Person duties:

1. Appointed the Focal Person of DGBT Town Lahore.
2. Collect the all town UCPOs monthly reports and compile the reports at town level.
3. Analysis the UCPOs monthly reports and send to Lahore WHO officers.
4. Collect the UCPOs reports of pre, during and Post-Polio Campaign reports.
5. Analysis the UCPOs campaign reports and submitted in the Lahore WHO officers.
6. Maintain the UCPOs leave and attendance record and shared with the Lahore WHO officers.
7. Coordinate with town and district regarding Polio reports.
8. Conduct and make a plan of Polio campaign training plans with town.

14 Months

Nov 2011 - Jan 2013

Union Council Communication Officer
Chip Training & Consulting Company

Work duties:

1. Aware to public about polio
2. Assist the Polio teams
3. Prepaid the Micro plans
4. Supervision of polio campaigns
5. Look the administrative issues

Projects

Nov 2011 - Present

Polio Eradication Initiative
World health Organization

<https://polioeradication.org>

References

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