**CURRICULUM VITEA**

**PERSONAL DATA**

Name Muhammad Saleem

Father’s Name Zahoor Ahmad

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Domicile Chiniot (Punjab)

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**QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Degree** | **Division/ CGPA** | **Percentage** | **Year** | **Board/University** |
| MSc Rural sociology (Sociology HR Agri. Extt.) | 1st | 65% | 2011 | University OF Agriculture Faisalabad |
| B.A(SOCIOLOGY, Arabic, Persian) | 1st | 62% | 2007 | University of Punjab Lahore |
| F.A (Sociology ,Economics, Islamic Study) | 2nd | 52% | 2004 | BISE Faisalabad |
| Matriculation(Science) | 2nd | 56% | 2002 | BISE Faisalabad |

**COMPUTER SKILLS**

Have a complete hold on MS. World, MS. Excel, MS Access,

MS Power point, MS Dos, In page Urdu, Corel Draw, Adobe Photoshop

**THESIS**

Conducted a research a Case study of begging in district chiniot.

**COURSES**

* Obtaining a course of instruction in community development from UAF.
* Obtaining a course of continuous teacher’s development program in Distt Chiniot.

**TEACHING EXPERIENCE**

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* **3 months have worked as Teacher in University of Jamia Muhadis-e-Azam Fsd. Abad Road Chiniot**
* ***1 year have worked as Teacher in NFBE in Chiniot.***
* ***1 year has worked as Teacher in Kawish Welfare Trust Foundation under the project of Dia Pakistan in Dist. Chiniot***

**SOCIAL EXPERIENCE**

* ***3 months have worked as Master Trainer in PRSP under project of Education in Tehsil Bhowana.***

**Responsibilities:**

* Give training at H/S, P/S bases on the management of school’s fund with the help of Govt. as well as community.
* Undertake training need assessment and VCs
* Designed training material and conduct training in close coordination with teachers and VCs
* Design and implement training follow up ensure need based support and guidance to the teachers and VCs
* Develop low cost school managements by involving VCs
* Write report according to the project and donor requirements
* Orient the concerned beneficiaries on project goal objectives and targets
* Maintain updated record of concern activities
* **6 months has worked as district Field Supervisor and community health officer in wash project on TB Dots supported by Global Fund on behalf of association for social Development (ASD) in District Chiniot:**

**Responsibilities:**

* Monitoring, Motivating, Mobilizing to all facilities at District Level.
* Supervision of Facilities record as well as medicine and make ensure their availabilities
* Supervision of District Lab
* In collaboration with partner organization, facilitate the implementation of project
* Facilitate development of training materials and activities to build capacity of service providers in health
* Coordinates with partner organizations for dissemination of the communication messages and materials
* Mobilizing community to dialogue and rising awareness
* Ensure target base work
* Coordinate with notables and LHV’s at BHU level
* Make ensure of TB patients on district facilities
* Arrange community and notable meetings
* Arrange doctors and paramedics trainings
* Make ensure of monthly, quarterly and annually reporting
* Conduct monthly quarterly and annually meetings
* Supervisors of TB related district record
* Make ensure of any assignment assigned by R.C, PC
* **6 Months have worked as district convener volunteer in AAGAZ foundation under Election Campaign project at District Chiniot.**

**Responsibilities:**

* Supervision of field work at district level.
* Conduct seminars and meetings at district level.
* Conduct interviews of all political parties MPAs and MNAs at district level.
* Arrange meetings of DERGE members at district level.
  + - Make ensure of any assignment assign by Executive director.
    - Awareness rising in the community about election.
    - Report writing of the project.
    - Mobilize the community about election reforms.
* **2 years has worked as Community based motivator (CBM) under WASH Project with the Collaboration of UNICEF in District Chiniot**

**Responsibilities**

* + - Selection’s Chairman of WASH committee & Members on Union Council & Village Level.
    - Develop liaison with education department to create clean environment by making wash clubs in school and spread awareness through students in community.
    - Motivate local communities persons work together on (Open Defecation Free) ODF under project Pakistan Approach to Total Sanitation (PATS).
    - Highlighted health related issues among communities and motivated them to resolve them their on resources.
    - Conduct house hold survey to declare not ODF-ODF.
    - Be honest and transparent and not make promises to the community that cannot be met.
    - Awareness-Raising activities will have a greater impact when people are directly involved in implementing them.
* **1.5 Year has worked as Field Health Officer in wash project TB Reach on behalf of association for social Development (ASD) at District Chiniot:**

**Responsibilities:**

* + - Monitoring, Motivating, Mobilizing to all facilities at District Level.
    - Formulating evaluative resources to guide your fieldwork.
    - Inspecting delivery sites to ascertain the appropriateness of contemporary conditions.
    - Conferring with project beneficiaries and support staff to evaluate uptake, pitfalls.
    - Inputting data into suitable software and then arranging this to facilitate analysis.
    - Extracting and reporting on data-driven conclusions for each salient undertaking.
    - Revising and creating novel implementations that cover shortfalls in extant initiatives.
    - Arrange training of Allied health providers about Information Technology.
* **6 Months has worked as Social Mobilizer under project Titled “We think Digital” on digital literacy on behalf of Idara e Taleem o Agahi and META at District Chiniot:**

**Responsibilities:**

* + - To develop liaison with education department and partnerships.
    - Mapping of schools to take onboard for training purpose
    - Develop structure for school’s training
    - Monitoring sessions on school basis
    - Coordination with school onwers and education management .
    - Preparing reports on daily and quarterly basis

**RESEARCH, ADVOCACY& CAMPAIGN EXPERIENCE:-**

* ***Conducted a survey on community development at District Faisalabad.***
* ***2 months have worked as enumerator under the project of reproductive health with Oxfrd policy management( OPM) at Districts Rahim yarKhan , Rajanpur .D.G Khan.***
* ***1 month has worked as surveyor under the project of Child enrolment in ASER Pakistan in Tehsil Lalian***
* ***2 months have worked as Enumerator under the project of reproductive health in Population council at Distt Chiniot.***
* ***1 month has worked as surveyor on the behalf of PEEF District Chiniot***

**Skills& References**

* Communication
* Conflict resolver
* Team leader
* Good planner
* Report writing

**Languages**

* Urdu and Punjabi (native)
* English (Academic)
* **References will be provided as per requirement**