

Muhammad Bilal S/O Zaheer Ahmad

To pursue a challenging career in a dynamic and progressive organization by constant learning and hard work, and to work devotedly in an innovative environment to fulfill the organization and personal goals. I am looking for an opportunity that would help me to build up my Profession growth.

Experience

04/09/2017 –
Till Date

WHO (World Health Organization-Pakistan)

Team Assistant (Finance/DDM)

Duties and Responsibilities

- Campaign Card Counting & Checking and Archiving.
- Data Entry of Monthly Cader, Supervisory Cadre and PTP Cader.
- Support finance cell for cash and bank reconciliation
- Assist finance unit for reconciliation of Funds for Polio Campaigns & staff induction training
- Support finance unit in compilation of Travel Claims of Medical Officers in the field offices
- Support finance unit for DDM (Direct Disbursement Mechanism) cards management for Front Line Polio Workers in the province and tribal districts of Khyber Pakhtunkhwa
- To provide administrative support to Finance & DDM Unit

14/08/2014 –
31/08/2017

WHO (World Health Organization-Pakistan)

Permanent Transit Post (Supervisor)

Duties and Responsibilities

- Supervision of Teams
- Teams Monitoring
- Social Mobilization
- Refusal Coverage with Mobilization
- Social Awareness
- Data Analysis and Teams Management
- Maintained of Micro Plan, Maps and Teams Check list etc.
- Distribution of Social Materials and Teams Training
- Polio Awareness in Field

Personal Info

📍 Address

Qureshi Street inside Doctor Colony inside Darmangi Garden Street No:1 warak road Peshawar, Khyber Pakhtun khwa - Pakistan

📞 Phone

+92-312-9893794

Marital Status

Single

Nationality

Pakistani

@ E-mail

mohammadbilal_khan13@yahoo.com

Skills

Team Player	●●●●●
Communication	●●●●●
Stress Management	●●●●●
Team Management	●●●●●
Team Trainer	●●●●●
Supervisory Skills	●●●●●
Managerial Skill	●●●●●

Academic Qualification

01/10/2012 - University of Peshawar
31/09/2014 *Master in Economics*
01/09/2010 – Government Superior Science College Peshawar/KPK
31/07/2012 *Bachelors in Economics & Statistics*
01/09/2008 – Government Superior Science College Peshawar/KPK
30/06/2010 *F.Sc (INTER SCIENCE)*
01/04/2006 – Police Public School & College
31/03/2008 *Matric*

Professional Qualification

01/08/2019 – Government Commerce College Peshawar
20/07/2020 Diploma in Information Technology

Software

MS Office	● ● ● ● ●
Microsoft Excel	● ● ● ● ●
Microsoft Word	● ● ● ● ●
Microsoft Power Point	● ● ● ● ●
Microsoft Access	● ● ● ● ●
Windows Installation	● ● ● ● ●

References

Will be Provide on Demand