**WASEEM DERVAISH**

ADDRESS.

Street#2 near masjid usman,shah gul arat nowshera kalan,disst nowahera

S/o M DERVAISH

**Contact:**

+92 346-5677675

Nationality: Pakistan

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**Objective:**

 My aim in life is to be successful by contributing to the organization I work for. I intend to work with diligence and enthusiasm. Challenges motivate me to work harder. My ability of staying calm in stressed situation and achieving my goals has boosted my confidence. I strongly believe in team work and team spirit. I base my decision on sound judgments.

**EXPIERIENCEs**

**1.Transit point Social Mobilizer at CTC (chip training and consultant)**

**AUG 2015 to April 2018**

**Responsibilities:-**

* Mobilization in areas which have been assigned.
* Distribution of pamflets before campaign, between in after to provide information to peoples about different diseases.
* Arranging of sessions in different areas,it includes religious peoples, BHU’s, hujras,influentials,bus terminals, police, etc to inculcate about the coming campaigns.
* Covering of N/A childs as well as covering of refusal’s by different ways it includes oral discussions, providing of pamfets,fatwas book ,influential support etc
* Collecting of data in assigned areas of NA’s and Refusal’s.
* Daily data collection of vaccinated child ,refusals ,covered child ,refusals convert etc
* Providing of data in database at end of month.

**2.Third Party Field Monitor at Micromerger (Unicef polio project)**

**From May 2018 to Dec 2018**

Responsibilities:-

* Daily basis collection of data and submitting it through data base management system.
* Visits to different UC’s according to plan provided by coordinator.
* Micro senses of assigned UC’s it includes visiting of houses door to door and collection of data of children’s under 5,under 10 and under 15 years age and then verified it with UC’s staff log book.
* Collection of data from household about zeros dose children’s, additional child, unvaccinated child ,missed child in different UC’s
* Revalidation of micro plan of UC’s, it includes field visits to different houses door to door in uc’s and to confirm the MP practically to collect data about population, refugees, nomads,
* seasonal migrants, schools etc. in visited uc
* During campaign visit to assigned Uc door to door ,different houses data collection and checking of vaccinated children with their finger mark and also confirming from parents .
* Checking of vaccinated techniques of Uc staff and monitoring according to WHO standards and protocols.
* Attending the UC level staff meeting at the end of vaccination on that day and providing them uc staff the flaws noticed by monitors (us)
* And also the unvaccinated child found by us to vaccinate them.
* Attending the deputy commissioner level meeting and providing with the flaws to district level concerned staff
* At the end of day submitting of data in data base management system to national emergency operation centre .
1. **PREM Housing Project for Railways Employees**

 **ACCOUNTANT**  **From Jan 2020 till on services**

 **Responsibilities:-**

* Maintaining/handling cash book
* Maintaining of daily expenses
* Petty cash handling
* Updating data on quick book
* Generating monthly revenue/expense report
* Generating profit and loss report
* Weekly/monthly bank reconciliation
* Maintaining individual record
* Generating reports for audit
* Manage all accounting transactions
* Handle monthly, quarterly and annual closings
* Reconcile accounts payable and receivable
* Ensure timely bank payments,etc

**CERTIFICATES**

3 months MS OFFICE COMUNIX INSTITUTE PEWSHAWAR

3 months English gramer & conversation COMUNIX INSTITUTE PEWSHAWAR

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/certificate** | **Session** | **College/university** | **Division/Grades** |
| SSC | 2003-2005 | Fazaia College Risalpur | **1st/A** |
| FSC | 2005-2007 | Fazaia College Risalpur | **2ND/C** |
| BSC(comp sc) | 2008-2010 | University Of Peshawar | **1st/A** |
| MBA(Finance) | 2010-2012 | Abdul Wali Khan University Mardan | **1ST/A(3.41CGPA)** |

**Computer Literacy:**

* Ms. Office: Word, Excel, PowerPoint, **etc**

**Languages:\**Pashto, Urdu, English.