

Rai TOOBA Manzoor

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Religion: Islam

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Objective

Seeking vital responsibilities with competitive environment where experience, skills and knowledge can be applied.

Educational Qualification

2021-Present	MPhil Sociology	University of Management and Technology, Lahore	-
2021	BS (Sociology)	Ghazi University, DG Khan	
2016	FA	BISE, DG Khan	
2013	Matric	BISE, DG Khan	

Professional Qualification

- ✓ Completed 6 Months training course of **Information Technology** at **APTECH Computer Education**

Computer Knowledge & Skills

- ✓ MS Office (Work, Excel, PowerPoint)
- ✓ Strong verbal and communication skills
- ✓ Management skills
- ✓ Analytical skills
- ✓ Monitoring skills
- ✓ Training skills

Working Experience -

<p>▶ Zonal Trainer <i>WHO, Pakistan</i> (1st Jan, 2022 – Present) – About 8 Months Duties</p> <ul style="list-style-type: none">- Responsible for DG Khan Zone (DG Khan, Muzaffargarh & Rajanpur Districts)- Assist Zonal managers in selection of surveyors and supervisors- Responsible for LQAS trainings- Monitor the LQAS activities in field- Responsible to assigned LQAS lots and clusters to supervisor- Create LQAS WhatsApp group of supervisors for coordination and for MOVs- Responsible for completion of LQAS and submission of data- Responsible for all logistic arrangements for trainings with the support of Zonal Manager
<p>▶ Monitoring Supervisor <i>Apex Consulting Pakistan</i> (from – to) – 2 Years Duties</p> <ul style="list-style-type: none">- Supervising the post-polio campaign activities like LQAS and PCM
<p>▶ Enumerator <i>Apex Consulting Pakistan</i> (from – to) – 2 Years Duties</p> <ul style="list-style-type: none">- Post-polio campaign data collection from field
<p>▶ Data Collector <i>Agha Khan Foundation</i> (from – to) – 4 Months Years Duties</p> <ul style="list-style-type: none">- Duties include data collection from the field through surveys/interviews, examining collected data, putting data into a database
<p>▶ Relationship Officer <i>Micro Finance Bank, DG Khan</i> (from – to) – 6 Months Duties</p> <ul style="list-style-type: none">- Responsibilities include managing customer expectations, identifying new business markets and recording daily customer transactions