

TAHIR WAJID

R/O Badli P/O & Tehsil Sehnsa District Kotli

Contact No#: 0303-8114454

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CNIC#: 81203-5962850-1

DOB: 03-03-1985



Skills set

- Team lead, quality assurance through physical back checks & back calls
- Independently managing all the logistics, administration and accounts of an assignment
- Excellent in problem solving and delivering under pressure
- Enumerator for close ended interviews, moderator for focus group discussions, in-depth interviews, and semi-structure interviews
- Good Communications Skills
- Good in MS Office including MS Word and MS Excel Work Experience

S.No	Organization/ Designation	Period	Job Description / Responsibilities
1.	Agha Khan University Team Leader	July 2022 to Aug 2022	Data Collection of Routine Immunization
2.	WHO (World Health Org) Supervisor	Jan 2018 to June 2022	Assist the DPEOs for planning, organizing & trainings. Monitoring team training and facilitate in preparation of micro plan. Also validate micro plan, collect analyzed data pre & Post Polio Campaign.
3.	NCMSC Lecturer	Dec 2015 to Jan 2018	Worked as a Commerce Lecturer in New Chinar Model School & College.
4.	ITTEFAQ FLOUR MILLS Admin & Account Officer	Mar 2009 to Nov 2014	Worked as Admin & Account Officer (prepare documents, handling office work, manage office daily report, Proper maintain records)

Achievements and Training

- Seven Days Training On Measles Coverage Campaign Project
- Six weeks training in NBP to handling banking sector
- One day training with CTC Consulting
- Work during COVID-19 Pandemic with Health Department of AJK
- Two days Data Collection Training with Agha Khan University in Mirpur AJK
- Twelve day Work as TTSP Typhoid campaign
- Ten days project with UNODC

Education

Degrees	Subjects	Institute / University
Master (M.Com)	Commerce	University of Azad Jammu & Kashmir
Bachelor (B.Com)	Commerce	University of Azad Jammu & Kashmir
Intermediate (I.Com)	Commerce	BISE Mirpur Azad Jammu & Kashmir
Matriculation	Science	BISE Mirpur Azad Jammu & Kashmir

Reference

Will be provided on demand.