Ijaz Ahmad

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# PERSONAL STATEMENT

I am a well-presented, industrious and highly personable individual who has extensive experience of the Social sector and Public sector possessing a huge range of abilities from providing support and leadership to subordinates right through to being able to successfully work in any situation. I want to be a part of such type of organization where I can utilize my skills and competencies in a better way to make a significant contribution to the organization that offers a genuine opportunity for progression.

# PROFESSIONAL SKILLS

* Relationship management, presentation and communication skills.
* Self-motivated and responsible.
* Ability to work under pressure and challenging circumstances.
* Ability to lead a team efficiently and effectively.

# CAREER HISTORY

* + **Provincial TB Control Program Khyber Pakhtunkhwa** (Feb, 2022 to Present) Community Support Officer
  + **Tameer E Khalaq Foundation** (Oct, 2021 to Nov,2021) District Field Monitor

Project: Measles and Rubella Campaign 2021

* + **Contech International Heath Consultants** (March, 2021 to April, 2021) District Supervisor

Project: TPVICS (Third Party Verification Immunization Coverage Survey)

* + **APEX Consulting Pakistan** (Jan, 2020 to: Jan, 2021) Enumerator

Project: LQAS Survey for Polio Eradication in Pakistan

* + **Semiotics Consultants (Pvt). Limited** (Aug, 2019 to: Dec, 2019) District Supervisor Swabi

Project: KPESED Assessment for grade 2, 5 and 7 and 8

* + **PEACE (People Empowerment and Consulting Enterprise)** (July, 2015 to July, 2019)

Admin and Finance Assistant

Project: Nutrition and Education Project

* + **CERD (Center of Excellence for Rural Development)** (Aug, 2014 to June, 2015)

Social Organizer/Social Mobilizer Project: MCH (Mother Child Healthcare)

# INTERNSHIP

* Finance/Revenue Department PTCL Mardan

# EDUCATION

* 2017-2019: MS Management Science (Finance)
* 2009 – 2012: Bachelor of Business Administration (BBA Honors) Finance.
* 2020-2021: M.ed
* 2018-2020: B.ed (1.5)
* 2020-2021: DIT ( 1 year)
* 2005 – 2007: HSSC, Computer Science.
* 2003 – 2005: SSC, Science

# COMPUTER SKILLS

* All Windows
* MS Office
* Internet
* QuickBooks
* SAP
* Google Form

* Tally ERP 9
* Peach tree
* SPSS
* Graphic Designing
* Coral Draw
* In Page
* Adobe Photoshop
* Line Listing Software
* Data Collection Software
* ODK software

# PERSONAL INFORMATION

Father Name Samin Ul Haq

Date of Birth 17 Feb, 1989

Passport No C6206961

CNIC No 16202-4704767-7

Gender Male

Nationality Pakistani

Religion Islam

Marital Status Married

# LANGUAGES

* + English
  + Urdu
  + Pashto

# REFERENCE

Available on request