

RASHID ABBAS

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Village & Post Office
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Life objective:

Human Resources Management Professional seeking opportunities where experience in staffing, internal program development and management, employee relations, and project management will enhance a company's overall strategic plan and direction.

Always wanted to work with the team of professionals for obtaining the knowledge of my profession, and enhancing my skills. I would like to work in a dynamic environment to learn and experience things through innovation, coordination and to prove myself as an asset for the organization. I look forward to seek a challenging position in a dynamic organization with the aim to add my skills and personality in the road to organizations success.

Personality Profile:

I am a highly dynamic, innovative and result oriented person. I possess the ability to manage and lead through excellent management expertise, my administrative skills include interpersonal communication and problem solving techniques through personal experience background. I enjoy good health and obtain a very pleasing personality.

Scholastics:

QUALIFICATION	YEAR	INSTITUTION
MBA (HRM)	2011	Hazara University Mansehra
Bachelor of Arts	2008	Peshawar University
H.S.S.C	2006	BISE Mardan

Major courses:

Human Resource Management, Strategic Management, Performance and compensation Management, Selection & Recruitment, Organizational behavior, Training & Development.

Area of Experience:

Administration & Reporting
Human Resource Management
Human Resource Development
Community Mobilization

Professional summary:

Highly motivated individual possessing two years of working experience in Administration and Human Resource with the Human Resource department of Highrise (PVT) Islamabad and I was the focused in planning and executing work under short deadlines.

Practical experience:

Organization: High Rise Pvt Ltd Islamabad

Designation: HR & Admin Assistant

Tenure: Aug 2012, to 6 June, 2014

Field of Interest: Human Resource Management

Duties & responsibilities:

- Support management-level staff and perform a variety of tasks related to employee record-keeping within organization.
- Handle sensitive employee and company information, which requires that they maintain a high level of professionalism and confidentiality.
- Editing documents and presentations.
- Entering and updating employee information into company databases, preparing employment packages, handling benefits information and processing termination paperwork.
- Explain company policies and procedures to employees. Supervised by an HR manager.
- Handle essential recruitment tasks, including posting job openings, reviewing resumes, calling candidates and scheduling.
- Maintain all record of company vehicles.
- Arrange all type of stationary for office.
- Organizing, maintaining and updating the office Library of relevant publications and documents.
- Proving verbal and written translating and interpreting services as.
- Assisting in preparing advertisement and notices for vacant positions in the organization.

Any other tasks responsibilities assigned by the supervisors.

Organization: Chip training and Consultants

Designation: Union Council Polio Officer (UCPO)

Location: Nowshera (Mera Akora khattak)

Project: Polio Eradication Initiative

Tenure: 1-Feb-2019 to 28 Feb 2020

Union Council Polio Officer (UCPO) Job Description:

1. Assist in preparation and updating SIA micro plans. Validate the micro plans in the field. Help in identifying and mapping high risk areas in the specific UC. ·
 2. Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors. ·
 3. Promote partnership with all influencing factors at UC level in support of SIAs.
 4. Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO ·
 5. Collect and collate the tally sheet data from the area of responsibility on daily basis.
 6. Ensure proper implementation of SIAs with special attention to hard to reach areas and under served high risk populations. ·
 7. Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign. ·
 8. Participate in preparation of realistic catchup plans for missed children and monitor their implementations. ·
 9. Support and ensure smooth polio vaccination at UC level.
 10. Ensure Micro plain desk validation and field validation.
 11. Participate in weekly meetings in WHO office to resolve the conflicts and issues if any.
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Organization: World Health Organization:

Designation: Union Council Polio Officer (UCPO)

Location: Nowshera (Mera Akora khattak)

Project: Polio Eradication Initiative

Tenure: Dec 2014 to 31 jan 2019

Union Council Polio Officer (UCPO) Job Description:

1. Assist in preparation and updating SIA micro plans. Validate the micro plans in the field. Help in identifying and mapping high risk areas in the specific UC. ·
 2. Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors. ·
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Skills:

- Strong gaining power
- Management skills
- Reliable and Responsible
- Punctual & devoted to duty
- Good Communication & interpersonal skills.
- Comfortable in working in a team environment.
- Office Automation (Ms Word, Ms Excel, Ms Project)
- Ms Windows, XP, 7) internet tools.

Languages:

- English, Urdu, Pashto, Hindko

Performance strengths:

- Goal oriented, highly motivated and hardworking.
- Enthusiastic approach to challenges and opportunities.
- Ability to utilize available sources and effective time management.

▪ **Additional information:**

- I have the ability to working individually and working with group.
- I have the ability to handle difficult situation under pressure.

Personal Information:

* Name: Rashid Abbas

* Father's name: Sher Afzal

* NIC: 17201 9565753-3

* Date of Birth: 09-07-1987

* Domicile: Khyber Pakhtunkhwa

* Nationality: Pakistani

* Marital Status: Married
