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| |  | | --- | |  | | **Personal Details:** | | Residential Address:  1- P.O Badah Taluka Dokri, Distt: Larkana, Sindh Pakistan  2- House # C-34,Sachal Goth, Near DOW hospital, SUPARCO Road, Gulshan-e-Iqbal, Karachi.Mobile:  +92-344-2447872  Date of Birth:06th February 1984  Father Name: Muhammad Jam Bughio Nationality: Pakistani Religion: Islam | | **Languages** | | English Sindhi Urdu | |  | **Professional skills:**  With 07 years of experience in communications role as UCCSO / UCOO, highly literate with strong attention to detail with good planning and technical skills. Familiar with arrange Community Engagement Sessions for awareness, arrange meetings with Religious and Political notables to get support in community base issue and boost up teams and motivate them, and other content management systems, and the Adobe Creative Suite. Accustomed to working as the leader of a small team, with colleagues at all levels, as well working to deadlines under pressure. Dedicated Team Player with presentable personality and strong analytical, technical, planning, organizational, management and leadership skills. Open mindset to learn and adopt new challenges quickly and efficiently. Demonstrable interpersonal and leadership skills to deal with multicultural and diverse work environment. Consistently appreciated for outstanding performance.    Experience  Sidat Hyder Morshed Associate (Pvt) Ltd.  Job Role: UCOO (Union Council Operation Officer ) 01st October, 2020 To till date  **Responsibilities &Duties**:     * Identify UC-level Operation activities and communicate with TDOSO * Support in EPI activities * Manage outreaches for EPI activities * Target the areas of low coverage of EPI * Arrange social mobilization activities to mobilize community regarding EPI * Monthly EPI activates microplanning and reporting * Line listing of zero dose * In case of any Operational Failure, report direct to TDOSO * Mange all HR Concerns (Shortfall, Attendance) * Front Line Workers and Area Level Workers Trainings * From ground to area level Work load distribution as per SOPs * Maintain SMC records * Logistics distribution (Frontline and Area Level Staff) * Support Communication teams in (Challenging Mapping/SMC wise Plan) * Manage UPEC and Minutes * Arrange Area Level Meetings with ASPVs * Focus on quality campaigns through Data Analysis * Data Record keepings * Prepare Payroll * Leave Record of Frontline worker / Staff * Area cutting / Area MAPs / as per SOPs   Sidat Hyder Morshed Associate (Pvt) Ltd.  Job Role: UCCSO (Union Council Communication Support Officer) 19th August 2016 To 30th September, 2020  **Responsibilities &Duties**:   * Identify UC-level activities for inclusion in District level communication plan and   communicate to District Health Communication Support Officer (DHCSO)   * Identify IEC requirements and distribution plan and coordinate with necessary   Partners to ensure implementation.   * Ensure influential religious leaders, elders, etc. are included in team micro-plans * Assist in preparation of SMs’ work plan and ensure inclusion of SMs' names in the   VC micro-plan   * Conduct initial and on-going listing and mapping of underserved communities and   Classification of these. Keep track of all children under 5, vaccination status, as well  as migration patterns and practices.   * To ensure communication and social mobilization planning is included in UC   Micro plans   * Support in micro planning, including determining best timings (flexible) for   Vaccination activities.  **KEY SKILLS AND COMPETENCIES**  engage community conduct meetings with community elders, religious persons, political persons, parents, teachers, doctors, social community members, to share our goal and importance’s of OPV and RI and its schedules, convince community and agree them for OPV and RI, conduct social mobilization activities and sessions for awareness  Education History  M.A (Economics)  Shah Abdul Latif University  M. A (Sociology- Studying)  Technical Certificates  D.I.T (2001)  Dotnet Programming (2013) |  |