**Syed Rizwan Kazmi** 

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Domicile: Islamabad

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**Objective:**

Seeking for a job in a reputed organization by working in a challenging and rewarding environment

**Academic Qualification:**

2014—2016 **M.Com (Finance)** 3.20 CGPA

 Federal Urdu University Arts, Science and Technology (FUUAST) G-7/4

 Islamabad

2011—2014 **B.Com (IT)** 53%, Marks: 797/1500

 Islamabad Model Postgraduate college of Commerce (IMPCC) H-8/4,

 Islamabad

 2009—2011 **I.Com** 59%, Marks: 645/1100

 Islamabad Model Postgraduate college of Commerce (IMPCC) H-8/4,

 Islamabad

 2007—2009 **Matriculation** 57.80%, marks: 607/1050

 F.G Boys Higher Secondary School, Bhara Kahu, Islamabad

 **1 Month Diploma in Computer Accounting Peach Tree & Quick Books course** held by **D Directorate of Workers Education (DWE) in 2013**

**Projects:**

 **360 Feed back**

30 days

 Human Resources Management project on 360 Feedback in Pakistan Television

 Corporation (Ltd).

**Experience & Professional Skills:**

Working as Union Council Polio Officer (**UCPO)** for **AGREEMENT FOR PERFORMANCE OF WORK (APW)** 1stDec 2016 to 30th Jan 2019 and then Contracts Transition to **Chip Training & Consulting, Islamabad** since 1st February 2019 to till date.

**Achievement:**

 ICT Administrative Complex Additional Deputy Commissioner General (ADCG) Dr. Muhammad Asif Rahim given Certification of Appreciation for generous efforts in the Polio Eradication Initiative, Islamabad

**One Day Work Shop about Inactivated polio Vaccine (IPV) 13 days of campaign:**

One day work shop about IPV campaign 25-01-2017 at National Emergency Operation Cell Chak Shezad (NEOC) Islamabad Trainer Dr Noman sb

 (WHO EPI Technical Officer)

**13 days of IPV campaign 2017 monitored and support of UC Bhara Kahu**

**One Day Work Shop January 2021 about Typhoid Conjugated Vaccine (TCV) at Margala Hotel Islamabad (Dr Farah and Dr Junaid WHO EPI Technical Officer and Dr Bimpa).**

**15 days of TCV campaign 1st Feb 2021 to 15 Feb 2021 support and monitoring at UC Bhara Kahu**

**One day training at Ramada Hotel about Prevention and Response to Sexual Exploitation, Abuse and Harassment (PRSEAH) & Gender Equity and Rights (GER) Mainstreaming.**

**Online certification in UN BSAFE (To replace both Basic and Advanced Security in the Field)**

**Prevention of sexual exploitation and abuse (PSEA) - Multilanguage (2021)**

**Major Responsibilities and Experiences:**

As a UCPO is a working under the supervision of District Polio Eradication Officers (DPEOs) with following assigned JDs.

1. **Pre-Campaign:**
* Micro-planning:- 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.
* Assist in selection of appropriate vaccinators as per given criteria and in their
* Distribution as per need.
* Assist in monitoring of timely distribution of DDM cards. Ensure that cards are filled properly and upon completion of campaign their submission to the provincial office for further processing.
* Follow up and report to PEO on timely payment of incentives to the frontline workers.
* Training:- Assist the DPEOs, and district trainers in planning ,coordinating and organizing sessions for vaccinations teams and supervisors.
* Partnership and coordination; Promote partnership with all influencing factors at UC level in support of SIAs.
1. **Campaign Implementation**
* Monitoring:- Monitor the process of implementation of the campaign as per guidelines and provide feedback to District Polio Eradication Officer.
* Data collection: and analysis: collect and collate the tally sheet from the area of responsibility on daily basis.
* Ensure proper implementation of SIAS with special attestation to hard-to-reach areas and under- served high risk populations.
* Attend the daily evening meeting at UC level for every SIAS and record the findings/observations for corrective action on the following day of the campaign.
* Participate in preparation of realistic catch-up plans for missed children and monitor their implementations,
* Participate in organizing the re-do /sweeping actives in the UC as required in the light of PCM/LQAS/market survey results.
* Facilitate the work of independent Monitors
1. **AFP Surveillance**
* Collection and submission of weekly zero report from all HCFs in their UC to DHO every Monday.
* Visiting all priority 3 AS sites and assigned healthcare providers, to inquire about AFP cases.
* Visiting all healthy facility Focal Person in the UC to inquire about AFP cases.
* Immediate reporting of any AFP case found to PEO/DSC.
* Facilitating in AFP cases investigation and stool sample collection
* Any other task assigned by the provincial team leader.

**Responsibilities in Covid-19:**

 Working as data collector and Surveillance at assigned labs hospitals.

 Covid-19 Assigned Labs

* **Nayyab Labs**
* **Advanced Diagnostic Center**
* **Shifa International Hospital**
* **Biogene Lab**
* **Chugtai Lab**

Follow up for submission of data timely.

 Maintained data of Covid-19.

 Collection and Compilation data on weekly based.

 Maintain closed liaison with IPCR and assigned labs.

 Support checked of OPD register for collection of Covid-19 patents detail.

 Provide supported supervision to health staff.

**Additional Skills:**

Work experience of MS Office (Word, Excel, Power Point, MS Visio)Computer Hardware and software

**Co-Curricular Activities:**

Playing Badminton and Cricket

Internet Surfing, Social work, Voluntary works

Computer games

**References**

Dr.Zulfiqar Ali Medical Officer

 and Ex EPI Focal Person (DHO F8 ICT) Mob# 0312-5030206 zali.afsm@gmail.com

Dr.Waheed Miraj Ex WHO Area Coordinator ISB Mob# 0333-9002277

mirajw@who.int

Dr.Inamullah Khan Medical Officer RHC Bhara Kahu Mob# 0336-5346007

Dr Nida Ali Area Coordinator Islamabad Mob# 0311-0880767

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