Muhammad Almas Khan Khattak
Mohala Qazi khel Village Jallozai district Nowshera KPK

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**Personal Profile**

* Father Name Khawaja Mohammad Khan
* Date of birth 01 February 1990
* Marital status Married
* Religion Islam
* Nationality Pakistani

**Career Objective**

* To contribute towards the growth and development of a dynamic organization having opportunities for both personal and professional growth, where I can add value to the work environment together with achieving goals and targets both for self-contentment and for the organization.

**Education**

* MBA (3.5 Years) (Finance) equivalent to MS Northern University Nowshera
* B.com (Commerce) Abdul Wali Khan University.
* D.com (Accounts Group) B.T.E Peshawar
* Matric (Science Group) B.I.S.E Mardan

**Employment**

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**MicroMerger Private Ltd. (Unicef)**

**District Field Monitor June, 2021 to October, 2022**

Independent monitoring of all phases Pre, Intra and post campaign activities and reporting on daily basis

* DPEC meeting.
* AICs & teams training.
* Micro-plan desk review & field validation.
* Monitoring of AICs & polio teams, household clusters.
* PCM (Post campaign Monitoring).
* NA, Refusals household verification



**TTM (Temporary Tehsil Monitor) March, 2021 to May 2021.**

* Conducting UPEC meeting and team trainings for polio campaign.
* Ensure 100% micro plans desk revision and field validation
* Ensure 100% trained team members above 18 Yrs.
* Assist in monitoring of timely distribution of DDM Cards.
* Tally sheet analysis of the (during process) campaign.
* Monitoring and Supervision of all “AIC and Team” training sessions and report submission to PEO, PDA.
* To maintain all pre-record in Health facility in the folder.
* Monitoring report consisting of team deployment, vaccine status and presence of must members.

 (WHO)

**UCPO (Union Council Polio Officer) March, 2020 to 28 feb 2021**

* Conducting UPEC meeting and team trainings for polio campaign.
* Ensure 100% micro plans desk revision and field validation
* Ensure 100% trained team members above 18 Yrs.
* Assist in monitoring of timely distribution of DDM Cards.
* Conduct survey of high risk area (HRA) to list all eligible children under five years of age, and available resources like school, Madrassa, health post, etc. in that area
* Tally sheet analysis during campaign.
* Monitoring and Supervision of all “AIC and Team” training sessions and report submission to PEO, PDA.
* To maintain all pre-record in Health facility in the folder.
* Monitoring report consisting of team deployment, vaccine status and presence of must members.
* Conduct PCA in other UC’s.
* Miss Children follow-up.
* Zero Dose Verification.
* Support and facilitate RI outreach sessions.

:  (Unicef)

Social Mobilizer: CoMNet April 2012 – to – March 2020

* Perform Inter Personal Communication (IPC)
* Conduct survey of high risk area (HRA) to list all eligible children under five years of age, and available resources like school, Madrassa, health post, etc. in that area
* Miss Children follow-up.
* Zero Dose Verification.
* Support and facilitate RI outreach sessions.
* Counseling with a Having children vulnerable to polio and other communicable diseases.
* Identify and seek support from influencers, school teachers, religious leaders, etc..
* Update field books on regular basis with information of new born, families leaving or coming to that area, Immunization status especially in SIA and routine immunization.

Polio Eradication Initiative

Area Supervisor: June 2008– March 2012

UC Jallaozi & IDPs Camp

As Area Supervisor in Polio Campaign, I carried out the following tasks;

* Monitoring of polio teams.
* Micro planning of the area.
* Collection & Compilation of data, etc…

I also worked volunteering with Merlin International as health Promoter at IDPs Camp Jallozai.

And also worked as a Teacher in private school at Jallozai.

**Computer Skills**

Proficient in MS-office, web page development and designing, internet surfing and e-mail applications.

**Linguistic**

* English Conversational
* Urdu Conversational
* Pashto Conversational
* Punjabi Conversational-Limited

**References**

Reference will be provided on spot if necessary.