**MUHAMMAD SHOAIB**

E-mail: **mshoaib1155@gmail.com**

Mobile # 0300-2525196

Address. Jhangirabad Saidawala khu Multan

|  |
| --- |
| **PROFESSIONAL SUMMERY** |

Dedicated and focused administrative Manager with over 10 years of experience on Project management, Community development and Monitoring & Evaluation. Proficient skills of using different technical web portals for reporting, possessing strong multitasking skills with ability to simultaneously manage various projects and schedules. Proficient at learning new procedures and taking ownership of diverse projects.

# Highlights

* Team building and supervision
* Filing, faxing and mailing
* Presentation development
* Problem assessment
* Report & Documentation
* preparation Record management
* Conduct Readiness Assessment
* Database management

**District Field Monitor**

**(Measles Rubella CAMPAIGN) Tamer E Khalaq Foundation(TKF) Funded by UNICEF Oct 2021 to DEC 2021.**

* Worked as District Field Monitor with TKF for MR (Measles Rubella) Campaign in District Multan. Project was based on third party monitoring of ACSM activities of ongoing MEASLE RUBEALLA Campaign to ensure quality of campaign in all Punjab.
* Desk Review of Micro plans of UCMO prepared for the Upcoming MR Campaign also validate in actual field for the smooth carpet coverage (Check UC Basic data of target age group, Check Vaccination plan according to SOPs, Check Social Mobilization plan, Check UC Map).
* Share Observation with the concerned about the Micro plan and guide them also and share report with District Health Authority, TKF and Federal EPI for rectification of gaps.
* Meeting with all Stakeholders for the Smooth intervention of MR Campaign.
* Monitor the ACSM activities during field visits and share observations during feedback meeting with DHA Multan and with TKF head office using reporting formats.
* Participating at District level meeting along with District Health Officer at DC Office Multan
* Develop linkage agreement and maintain relationship with Health
* Department including CO (Health) and DHO office.
* Monitor, on ground regarding social mobilization of care takers and share observations during feedback meeting.
* Validate Households and conduct survey from care takers about their concerns, Behavior and knowledge about the MR and EPI vaccination Course.
* Field visits for better coordination with TKF Team and Final report preparation and submission.
* Data cleaning and data analysis on daily basis and identifying gaps to overcome in future.

# ASSISTANT PROJECT MANAGER

# (TCV CAMPAIGN) Precision Health consultants (PHC Global) Funded by PATH Foundation APRIL 2021 to JUNE 2021

* Assistant Project Manager in the Project TCV Mass Immunization Campaign PHC GLOBAL DHA,Khanewal, Pakistan
* Monitor and identify the gaps, if there are any training refresher needs at the District level and Divisional level with the emphasis on the key messages of the IEC material & Communication strategies.
* Social Mobilization & conducting the meetings with the stakeholders for easier implementation of the project in the community.
* Monitor the implementation of the Social Mobilization & communication strategies in selected areas, with priority given to communities with low vaccination coverage/under vaccinated children
* Overcome in future.

# Internal Field Monitor

# APEX consulting - Bill Melinda Gates Foundation –WHO – RIZ 2019 Mar to 2021APRIL

* Internal Field Monitor ( Post-polio campaign monitoring Survey./(PCM/+-
* LQAS)
* Location; Multan,Khanewal Punjab
* Operational Responsibilities:.
* Monitor the field Teams in assign districts.
* For maintaining overall field Discipline..
* Ensure the IFM presence in field and other outdoor activities in order to ensure quality of
* Data collection.
* Carry out all tools the work related to LQAS.
* Ensure that field teams collect data by using ODK (open data kit) and submit in real
* Time.
* Validate field team Data in the field.

**WORLD HEALTH ORGANIZATION**

**Dec 17 to aug 18**

**Working as Tehsil Support Person** in World Health Organization

**Operational Responsibilities:**

* Monitoring and supervision of PEI activities and assistance in surveillance of Acute Flaccid Paralysis (AFP).
* Technical assistance in Polio Eradication initiative (PEI) and Supplementary immunization activities (SIAs).

**Innovative Development Strategies (pvt) Ltd Islamabad**

**May 2012- to Sep 2016:**

* **Working as** Monitoring Officer
* conducted a survey on BISP (Benazir Income support Programme) waseela-e-Rozgar programme with collaboration of World Bank of District Layyah
* I conducted a survey of BISP case management and payment spot check Programme of District south Punjab.
* I conducted a survey on tracking migrant’s household of district Rawalpindi.
* I conducted a survey Waseela E Taleem Programe with collaboration of World Bank & BISP.

**PlanPakistan (NGO)**

**Social Mobilizer Health & Education Communities base Khanewal**

**Social Mobilizer**  **March 2008 to Dec 2011**

**Responsibilities**

* Bridge the gap between communities and social services system.
* Promote wellness by providing culture link appropriate health information to providers.
* Assist in navigating the health and human services system.
* Advocate for individual and community needs.
* Referral patient to B.H.U..

|  |
| --- |
| **EDUCATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Passing year** | **Percentage %** | **Board** |
| MSC Psychology | 2020 | 56% | BZU Mlutan |
| Pharmacy Assistant | 2014 | 56% | PEC Lahore |
| Dispenser | 2009 | 58% | PMF Lahore |
| B.A | 2007 | 52% | BISE Multan |
| I.Com | 2005 | 54% | BISE Multan |
| Metric | 2003 | 60% | BISE Multan |

|  |
| --- |
| * **SHORT PROJECTS & TRAINING CONDUCTED** |

* Month experience with UNDP on **Voter** awareness for vote
* Work as a Mobile short time **Election** observer(MSTO).Observed cluster stations NA 158 Mian channu by FAFAN
* Work as a **Election observe**r, I observer Local body Election in Mian channu by Patten organization
* month Work experience as a **Councellor** for DRDF a project by USAID Dist Khanewal
* Work experience in SPO

|  |
| --- |
| **SKILLS** |

* Focuses on impact and results for the beneficiaries and responds positively to feedback.
* Ability to establish effective working relations in a multicultural team environment.
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates strong oral and written communication skills.
* Demonstrates capacity to communicate effectively; resource management; capacity to plan,, Counseling Skill, observation skill, and organize program effectively.
* Strong negotiating skills and ability to influence others to reach agreement; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery)

|  |
| --- |
| **LANGUAGE** |

English (Fluent in writing & speaking)

Urdu (Fluent in writing & speaking)

Punjabi (Fluent in writing & speaking)

Saraiki (Fluent in writing & speaking)

|  |
| --- |
| **PERSONAL INFORMATION** |

FATHER’S NAME KHUSHI MUHAMMAD

DATE OF BIRTH 10-04-1988

CNIC NO 36104-6200003-3

RELIGION ISLAM

NATIONALITY PAKISTAN

MARITIAL STATUS MARRIED

DOMICILE KHANEWAL

|  |
| --- |
| **REFERENCE** |

Will be on demand