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| **Adil javed** s/o Javed ali |  |

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|  | ***Address***  ***Mohallah Nazimabad Sikandary Koroona parhoti Mardan .***  ***Phone***  ***+92-312-6010993***  ***E-mail***  ***adiljaved371@gmail.com*** |  | EXPERIENCETehsil Monitoring officer (TMO ).World Health Organization.(2018 Aug - 2023 Jan) **Duty Station: Type-D-Hospital Shahbaz garhi (Mardan).** Major Tasks **Active involvement in SIA,s**   * **Pre-campaign activities** * Planning, implementation and advocacy efforts for social mobilization. Active participation in training at UC level. * Selection of proper Frontline worker for quality work. * Identification of HR Groups. * **During-campaign activities** * Supportive supervision * Active reporting * Clusters/Monitoring * Na and Refusal Coverage * Analysis * Data collection * Evening meeting * **Post-campaign activities** * Post campaign assessment * Na and refusal follow-up coverage * Final Report * AFP Surveillance * Support to strengthen routine Immunization * Perform duties as master trainer,   Have an ability to train AIC, Team and FCMs  Data Entry Operator|  Brother Corporation.  (April-2017 to July-2018).  Duty station: Mardan.  Duties and Responsibilities.  Prepares, compiles, and sorts documents for data entry.Transfers information from paper formats into computer files..  Assistant DRR Training Officer|  Initiative for development and Empowerment Axis (IDEA) Organization.  (March-2016 to Aug-2016).  Duty station: Peshawar.  Duties and Responsibilities...  Support the organisation and facilitation of DRR training events at various levels.Facilitate the promotion of DRR in disaster prone communities  â€¢ Identify and initiate activities to enhance risk reductions skills of targeted communities.Facilitate the promotion of DRR in disaster prone communities.Conduct awareness raising activities on community-based disaster risk management.  Temporary Tehsil Monitor(TTM).  World Health Organization.  (Feb-2015 to Feb 2016).  Major tasks:- Same as above.  Admin officer  Javed construction co Pvt ltd  (Aug 2011 to Sep 2012)  Major task:-Providing administrative support to an organization, including organizing company records, overseeing department budgets and maintaining inventory of office supplies. Best Regards,Adil javed |
| ABOUT ME **To obtain a high position in Marketing Sector in a prestigious environment and hold a responsible position in an organization that best utilizes my experience in Sociological sciences, the highest priorities will be given to such a position in which I can render my services to safe guard humanity from Social Issues/problems & To work for the attainment of sustainable improvements in socio economic, education and the quality of life so that to increase the range of choices open to all.** PERSONAL Details **Father Name: Javed ali**  **Domicile: Mardan**  **Nationality: Pakistan**  **Religion: Islam**  **CNIC: 16101-3960937-1** EDUCATION **Master in Disaster management.**  **(MSC)** **(University of Peshawar).** **BACHELOR of Arts|( Statistics and Economics).** **(Abdul Wali Khan University Mardan).** **FSC | (Pre-Engineering)** **(Board of Intermediate & Secondary Education Mardan).** **Secondary School Certificate |(Science).** **(Board of Intermediate & Secondary Education Mardan)****Certificate**   1. **CBT (Certificate Based Training) in MS office.** 2. **Certificate of Participation for attended 3 days’ workshop on Management of Safe drinking Water and Sanitation in Rural Areas held at AHKNCRD.** 3. **Certificate of Digital Marketing.** 4. **1 month training on firefighting in Pakistan civil defense Peshawar.**  PERSONAL SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **COMMUNICATION** |  |  |  |  |  | | **ORGANIZATION** |  |  |  |  |  | | **TEAM PLAYER** |  |  |  |  |  | | **CREATIVITY** |  |  |  |  |  | | **SOCIAL** |  |  |  |  |  |  COMPUTER SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **MS Office** |  |  |  |  |  | | **Internet browsing & suffering** |  |  |  |  |  | | **SPSS software** |  |  |  |  |  | | **CorelDraw** |  |  |  |  |  | | **GIS Mapping** |  |  |  |  |  |  **Hobbies** **Internet Browsing &suffering**  **Reading books & Newspapers** Other Skills  * **Customers service skill.** * **Ability to perform general office duties, such as:** * **Organizing paper work, filing and basic calculation.** * **Work cooperatively in diverse environment.** * **Ability to direct the work of others effectively.** * **Self-motivated.** * **Good cognitive reasoning skills.**  References **Will be furnished on demand.**   If given an opportunity, it will be my earnest endeavor to perform to the best of my abilities and will strive to maintain the standard of your esteemed organization in most promising way with sincerity, loyalty, hard work and utilizing my skills to the entire satisfaction of my superiors. | |
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