



KASHIF KHAN

Social Mobilizer / Vaccinators / Office Attendant at
POLIO Eradication Initiative PEI

Contact Info

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Colony UC 08 SITE TOWN KARACHI
Karachi, Pakistan

Strengths & Skills

- ✓ Administrative Skills
- ✓ Time Management

- ✓ Computer Skills

- ✓ Entrepreneurial Skills

Academics

Title	Institute	Score	Date
Commerce	Pakistan Shipowners Govt College, Karachi	41%	2016
Matriculation Science	Board of Secondary Education KARACHI BSEK, Karachi	59%	2014

Certifications

Title	Authority	Date
Diploma Of Accounts Software	Pak College Of Computer & Business Education	Starting June 2018
Certificate Information Technology CIT	Pak College Of Computer & Business Education	Starting March 2017

Experience 2 years

Company	Designation	Duration	
POLIO Eradication Initiative PEI	Social Mobilizer	Dec 2021 - May 2023	1.4 years
Charterhouse Public Schools	Office Assistant / Office Coordinator	May 2019 - May 2020	1 year
Amna General Hospital	Vaccinators	Feb 2019 - May 2020	1.3 years

Work History

POLIO Eradication Initiative PEI	Dec 2021 - May 2023 (1.4 years)
Social Mobilizer	Karachi, Pakistan
A Social Mobilizer responsibilities based on targeted areas in the community Field health services.	
Charterhouse Public Schools	May 2019 - May 2020 (1 year)
Office Assistant / Office Coordinator	Karachi, Pakistan
An Office Assistant's responsibilities include taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners. They help maintain files to keep track of important documents, organize travel arrangements, manage supply inventory and perform data entry as required.	
Amna General Hospital	Feb 2019 - May 2020 (1.3 years)
Vaccinators	Karachi, Pakistan
Vaccinators conductivity RI routine Immunizations	

Awards

Title	Authority	Date
Best Performance Certified	POLIO Eradication Initiative PEI	2023
Best Performance Certified	Pak College Of Computer & Business Education	2017

Languages

- Pashto - Native
- Urdu - Native
- English - Beginner

Hobbies

- Photography
- Playing Cricket
- Reading Historical Books