

Sadiq Ue Ali

Area Supervisor

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HOUSE # 21 AWAN COLONY SULTANABAD MANGHOPIR
WEST KARACHI

Summary

Office Management and wider field Professional experience in polio as well as in various organizations with exposure to a wide range of business functions and disciplines with native fluency in Pashto, English and Urdu. I am able to build strong working relationships across all levels of an organization from senior management to support staff. Proven organizational and communication skills with the ability to implement managerial decisions based on company policies. Able to keep focused on identified priorities, ability to work in extremely pressured situations, and guide others through detailed work. Known as a dynamic person with strong interpersonal, and multitasking skills with the ability to prioritize based on ever-changing demands. I do have strong skills in negotiation, procurement and conflict resolution and, I'm proficient in Microsoft Office, the Internet, email and Outlook.

Very self-sufficient and confident in all areas of administration. Mature-minded with a professional approach.

Professional organization skills

- 5 + years of experience in Clerical, Administration, Management, Accounting and Supervision.
- Ability to accounting manual and Computer software base like QuickBooks, Xero, Tally, Peachtree etc.
- Ability to prioritize and multi-task
- Medium to High Microsoft Office Skills-Particularly Excel, Outlook & Word.
- EDUCATION:
- B.Com (Hons): Major subject Accounting and Finance.
- B.A: Major subject Communication.

Skills

3 to 6 months short course | Community Management | Community Mobilization | Customer Relations Management | Data Collection | Diploma In Information Technology | Fluency in English | Fluency In Regional Language | Fluent In English Urdu | KPI Reports Making | Managerial Skills | Monitoring and Reporting | MS Office | Negotiation Skills | Peachtree Command | Quick Books | Report Writing | Social Mobilization | Tally ERP

Experience

Jan 2021 - Present

Area Sales Executive

Healthwire private limited, Dera Ismail Khan, Pakistan

Enter Description

Apr 2021 - Oct 2021

Social Mobilizer

Professional Employers Private Limited, Tank, Pakistan

- Prepare village committees for conducting a successful polio campaign.
- Conduct meetings about polio campaign and other vaccination Programs before starting the campaign with community elders, religious people (paish imam) Nazism, school principal, teachers and other social workers.
- To identify community volunteers to facilitate the polio team in campaign days and also the aware community of vaccination.
- To arrange polio walk UC level for the awareness of community.

- Mobilize refused families/fathers to vaccinate their children in the polio campaign.
- Facilitate the polio team and be responsible for their IPC skills.
- During the polio campaign arrange visits to cover refused and unvaccinated children and Mobilize them to make it possible for Polio vaccination.
- Arrangement of vaccine, Cooler/Thermos, Ice pack, ICE material like Fatwa and other necessary items for polio Campaign.
- Preparation of team visit plan for supporting teams during the campaign regarding vaccine shortage ICE is another issue.
- Provides enabling environment to visit targets areas before starting a campaign to prepare area map and display polio banners and charts and involve the community in polio campaign.
- During campaign papered Logs books record all refused, EI and miss children also report it to UCCSO And DHCSO.
- Catch up activity completion on time and still miss children list submitting to UCCSO, And DHCSO.
- Responsible for all communication as UC base with community people and all those issues are reported and shared with seniors well on time.
- Refusal families recording, reporting, refusal case analysis and also responsible for vaccination.
- Monitoring of Polio Teams takes checklists for supervision and successful polio campaign.
- Maintaining documentation in UC base.
- Preparation of Micro plan for PEI Program.
- Assistance about Covid-19 SOPs to conduct sessions in UC.
- These are all those activities such as performed campaign cycle like pre, post and entry-campaign

Aug 2020 - Apr 2021

Social Mobilizer

CHIP TRAINING AND CONSULTING, South Waziristan, Pakistan

As Social Mobilizer in polio eradication programs generally perform the following duties and responsibilities.

- 1 to provide enabling environment to the polio campaign for acceptance of Polio drops in communities.
 - 2 Mobilization activities conduct in UC like schools, madressa awareness sessions about polio.
 - 3 NA children coverage on daily basis during the campaign.
 - 4 the most challenging responsibility to Coverage Refusal family from Polio drops.
 - 5 Documentation of UC level different types of data like school madressa awareness sessions Attendance, NA and Refusal recording.
 - 6 Overall reporting in UC level.
 - 7 Generally convincing people about polio and EI.
 - 8 Overall Communication with communities in a UC basis.
 - 9 HRMP children vaccination recording and its reporting.
 - 10 coordination, cooperation and support to partner staff like Government, WHO.
- Other tasks perform to be assigned by seniors.

Jan 2018 - May 2020

Area supervisor

CHIP TRAINING AND CONSULTING, South Waziristan, Pakistan

Chip training & consultant as an Area supervisor's being as social mobilizer's from October 2016 to till date. Duties and Responsibilities Monitoring CHW daily wise working to taking per day at least three clusters and checking NA Sheet filling, Zero

Doze filling, finger marking, Door marking/Wall chalking, Cold chain management, Vaccine Vial monitor check, and satirically focus to CHW on IPC (Interpersonal Communication) during the campaign. New hiring staff to give training and fully supportive supervision Check CHW Child Registration book Morning and Evening meeting Compilation data/ Form 2 B Micro senses of the children NA recorded and NA filling NA Sheet Complete Micro plan AFP Surveillance Routine Immunization Reporting of refusal/Covered chronic Refusal Community-based mobilizations and reporting to senior I learnt how to support his team and people in crises, carrying out investigations & writing up review notes. Maintaining records/case histories of children such as vaccinated, not available and to record the newborn and death of children data. I also regularly participated in training programs and team meetings within field working all activities such as pre-campaign post and during the campaign.

Dec 2015 - Nov 2016

Accountant

Gomal Collage of Commerce & Management Scinces, Dera Ismail Khan, Pakistan

Gomal College of Commerce & Management Science as an Accountant in this college since Dec 2015 to 27 July 2017.

As an accountant in Comal Collage of Commerce and management sciences and gain as lot of experience of accountant to cover all duties and responsibilities which related to an accountant such as Preparation of journal, Preparation of Ledger, Preparation of Trail Balance, Preparation of Income statement, Preparation of Balance sheet, Preparation of Cash flow

Monitor/maintain financial records including funds, petty cash, accounts receivable, Bank deposits, and reconciliations;

Budget costing

Budgetary control

Yearend budget forecasts

Financial systems and documentation

Jan 2015 - Nov 2015

Office Assistant

Participatory Rural Development Society, South Wazirstan, Pakistan

PRDS as an office Assistant in this organization since Jan 1, 2015, to November 2015. Duties and responsibilities are performed to the main office and also as field activities. such as in office like field hard data entered to the computer and keeping a recording of the beneficiary completely information and Preparation of Database of the beneficiary, village profile and also related data like BCM, FDG's.

Otherwise in field activities are conducted a session to the community, school student and health staff on WASH project in South Waziristan Tribal district and record keeping and prepared necessary documentation and billing format of session and recording of expenses of refreshment items also including of reporting of the session and other activities.

Jan 2014 - Nov 2014

Junior Clerk

superior professor computer institute, Dera Ismail Khan, Pakistan

Superior professor's computer institute as a Junior Clerk (Part Time) in Institution since Jan 2014 to Nov 2014.

Duties and responsibilities are performed just all clerical works in the office and just general office management activities are followings.

Answer and transfer telephone calls or take messages

Sort and deliver incoming mail and send outgoing mail

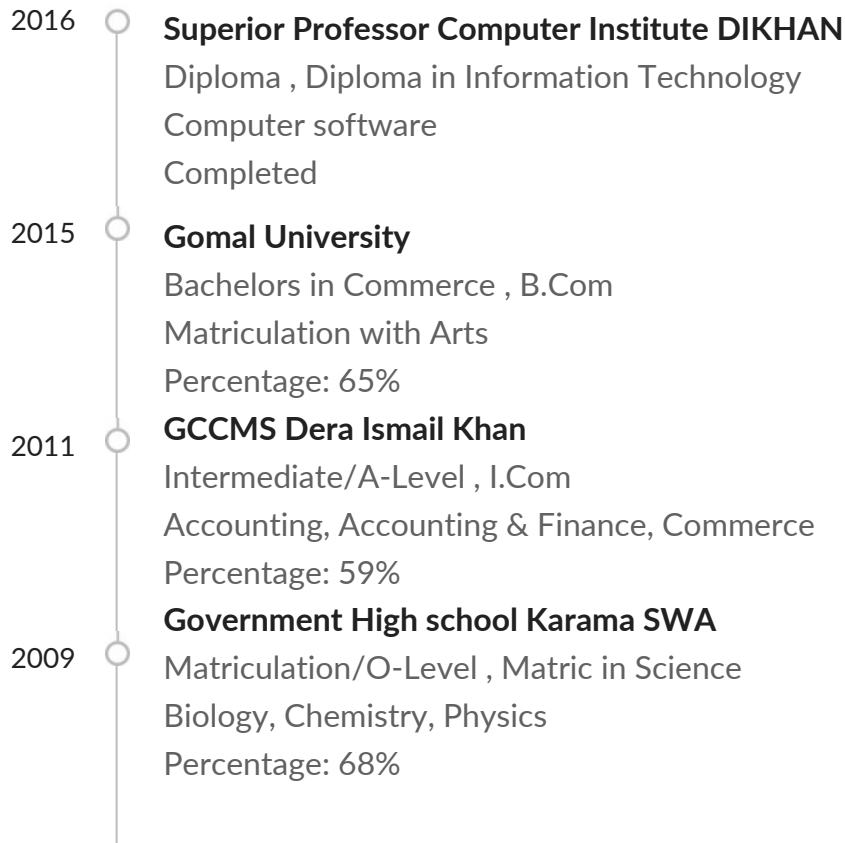
Schedule appointments and receive fees from student

Provide general information to staff, students, and to the public.

There are also prepared such Type, format, or edit routine memos or other reports

Copy, file, and update paper and electronic documentation
Prepare and process bills and other office documents
Collect information and perform data entry operation.

Education



Projects

clericalissues

<http://www.copysource.com>

In this project we are projected as a team activities and all social mobilizer's are together's are prepared this project for some clerical objectives which came to pasting paragraph,character,fonts other important issues are in it.

Languages

English
Intermediate

Saraiki
Intermediate

Pashto
Expert

Urdu
Expert