



SOHAIL

E-mail § sohailims22@gmail.com

Phone § (+92)03438196378

Address § Room#50, Amin plaza opposite vegetable mandi, Near jinah park,
Firdous, Peshawar Khyber, Pukhtunkhwa

CAREER OBJECTIVE

"Motivated Person, done Mater in Public Health (MPH), Seeking a full time position in order to utilize my vast Experience, Management, Leadership & Communication Skills there & to solve problems in an effective/creative manner in a challenging position"

QUALIFICATIONS

Masters

EDUCATION

MRSPH

— Present

Royal Society of Public Health

Member of Royal Society of Public Health

Diploma in Information Technology (DIT)

Jan 2019 — Mar 2020

MCA EDUTION SYSTEM PESHAWAR

- **Total Marks : 1400**
- **Obtain Marks:1134**
- **Grade/Division : A+, 1st Division**

MPH

Jan 2016 — Dec 2018

Institute Of Management Sciences (IMsciences Peshawar)

- **Total GPA : 4**
- **obtain CGPA :3.45**
- **Grade/Division : A+, 1st Division**

BSC

May 2013 — Dec 2015

University of Peshawar (UOP)

- **Total Marks : 550**
- **obtain Marks :381**
- **Grade/Division : A, 1st Division**

FSC

Jan 2011 — Jan 2013

Shinwari Model College (BISE PESHAWAR)

- **Total Marks : 1100**
- **obtain Marks :923**
- **Grade/Division : A+, 1st Division**

SSC

Jan 2000 — jan 2011

Shinwari Model School

- **Total Marks : 1050**
- **obtain Marks :820**
- **Grade/Division : A, 1st Division**

WORK EXPERIENCE

Alkhidmat Hospital Landikotal, District
Khyber (ALKHIDMAT HEALTH
FOUNDATION)

1st Jan 2021 — Present

Hospital Administrator/Incharge

- 1)Discipline, attendance, uniform, Disciplinary actions, appraisals etc. of Paramedical, Ministerial & auxiliary staff.
- 2)Planning and facilitating the Recruitment of these categories of staff.
- 3)Job assignments/Job Descriptions/Performance evaluation of the above mentioned categories of staff.
- 4)Ensuring of the optimum utilization of the available human resource.
- 5)Preparation of SNE.
- 6)Responsible for sanitation & hygiene of the hospital including general areas.
- 7)Security of the hospital premises.
- 8)Responsible for internal posting of class-iv staff after the approval of MS.
- 9)Take disciplinary actions against Class-iv staff.
- 10)Supervise, monitor and ensure implementation/observance of the terms and conditions by the contractors of car park, customer service, kiosk, mosque shops, PCO, Dhobi Ghat and Public Toilets.
- 11) Address patients complaints and grievances.
- 12) Ensure that Duty Rota of all staff working in various sections is prepared & notified in time.
- 13)Performs Regular Routine & Surprise round of hospital to ensure that staff is observing official duty timings.
- 14)Help MS in timely utilization of financial resources.
- 15)Help MS in curbing unnecessary expenditure in observance of economy.
- 16)Assigned any other duty by MS

Association For Community Development
(ACD/Prime Teaching Hospital)

14 Oct 2020 — 31 Dec 2020

TB Screener & Reporting Officer

- 1.Screen all the Patients on daily Basis who Visits OPD.
- 2.Visit and liaise with engaged units/wards (nominated doctor & staff nurses) to identify Presumptive TB cases among patients.
- 3.While screening a particular Patient, look for the following symptoms: A persistent cough, Constant fatigue, Weight loss, Loss of appetite, Fever, Coughing up blood and Night sweats.

4. Monitor adherence for the screening of TB and MDRTB with precise indications of smear microscopy, Xpert/RIF testing and culture of presumed TB cases and (Retreatment cases, Relapses, Treatment failure, loss to follow up and drug resistance), in accordance to normative guidelines.
5. Plan and implement TB awareness educational activities for at risk groups for latent TB infection if needed.
6. Closely coordinate with laboratory staff for referred follow up patients.
7. Retrieve lost to follow up patients and facilitate contact tracing
8. Connect cases to peripheral BMUs/ Health Facilities as per patient choice.
9. Registering all the screened beneficiaries, in the TB registration Register.
10. Develop and analyze Daily, Weekly & monthly statistical reports of the screened, suspected (Presumptive) and positive TB case, and then report it to the Head office.
11. Prepare Quarter Report for QMR
12. Attend quarterly Review Meetings (QMR)
13. Maintain records of TB medicines; dispense drugs to patients (Maintain Stock Register)
14. Perform other required tasks assigned by the Management, for smooth implementation of Project interventions.

PAKISTAN RED CRESCENT SOCIETY (PRCS)

24th Sep 2019 — 13th Oct 2020

Social Mobilizer

- 1) Conduct baseline surveys/ assessment
- 2) Co-ordinate and mobilize communities on conducting focus group discussions in the target area.
- 3) Conduct Research/assessment on hygiene management.
- 4) Conduct awareness sessions/walk in schools & colleges.
- 5) Develop strong relationship with community and engage diverse organizations, community leaders and residents.
- 6) Lead the formation of primary groups, WASH clubs and WASH committees in the community.
- 7) Launch and Run campaigns.
- 8) Ensure close coordination with technical team and provide support in the implementation of project activities.
- 9) Identify beneficiaries for and document success stories/ case studies/ human interest stories.

PAKISTAN RED CRESCENT SOCIETY (PRCS) IN COLLABORATION WITH DHO

18th Mar 2020 — 22 Jun 2020

Contact Tracer (COVID-19)

- 1) When someone came from outside area first we trace that person, ask about the symptoms, then call him/her to test their self for COVID-19 & if came positive refer to quarantine center or suggest home quarantine facility.
- 2) Ask questions that help someone remember who they have been in close contact with them.
- 3) Aware and educate contact about the preventive measures of COVID-19.
- 4) Document & collect the necessary information of the contact and send it to the concern Health authorities.

NATIONAL AIDS CONTROL PROGRAM

1 Nov 2017 — 1 Feb 2018

Case Reporter

- 1) I represent NACP in the given territory
- 2) I report the emerging cases of AIDS in the given territory
- 3) I maintain the whole records and data of the reported cases and then send it to the main center.
- 4) I Assist the NACP Workers in the awareness sessions and seminars about AIDS arrange by NACP & then will distribute the awareness pamphlets among the peoples who visits the District Headquarter Hospital landikotal because our Center are located there.

HEPATITIS CONTROL PROGRAM

1st Jul 2015 — 1st Dec 2017

Focal Person

First of all we will done the screening of the patients coming from the various departments like dentistry and

from others surgical wards for diagnostic purpose and if the person become positive in the screening procedure then will perform ALIZA for confirmation (& will send the PCR of some patients to our main center because we don't have PCR facility there)and after confirmation then we will give free medicines to the patients for treatment and will follow up the patients during the whole treatment. Moreover we will maintain the whole records and data of the patients (i.e., their CNIC, Dr prescription photocopy etc) & send it to the main center located in the warsak road Peshawar region & sometimes will arrange the awareness campaigns and seminars too.

NATIONAL T.B CONTROL PROGRAM

1st Jan 2013 — 1st Jun 2015

Dot Facilitator

- 1)Responsibility of ensuring dialogue with the patients in order to select the best treatment center.
- 2)Ensure direct observation throughout the course of treatment by arranging treatment supporters for the patients.
- 3)Assist the doctor in the BMU (Basic Management Unit)to maintain records & analyze data & report on the number of cases registered & the outcomes of treatment.
- 4)To give free medicines to the patients periodically during the follow up at the treatment stage & to check the weight of the patients periodically.
- 5)To send quarterly report of the data to the main center.

CERTIFICATES

- Corona virus: Basic Knowledge and Prevention Measures (IFRC)
- Corona virus: Basic Knowledge and Prevention Measures for Res-ponders (IFRC)
- I have Original MS office Certificate, get from certiport.com in a program run by HEC in collaboration with IMsciences University, Peshawar
- Certificate of Participation in " Four-Days Inception/ Training Workshop For Access To Health & Wash Project In Khyber & Kurram Tribal Districts"
- 3 Days Training Certificate on SEXUAL & GENDER BASED VIOLENCE (SGBV)
- Online Certifications : From Northwest School Of Public Health, Coursera, EDX etc

SKILLS

Computer & Digital Skills:

1. MS OFFICE
2. LYX
3. ENDNOTE
4. MYSIS
5. SPSS
6. STATA
7. MANITAB
8. MENDLEY
9. DHIS
10. Having Good Typing Speed, managing online communities and can do online works.

Communication Skills: Strong

Time Management Skills: Can Manage Time Effectively

Monitoring & Evaluation Skills: Strong

Supervision Skills : Strong
Co-coordinating Skills: Strong
Mobilization Skills: Furnish

DECISION MAKING

Confident Decision Maker

GOAL ORIENTED

Results achiever, Meeting deadlines

CREATIVITY

I,have ability to Create ideas

LEARNING AGILITY

Quick Learner

POSITIVE ATTITUDE

Creating a positive work environment

LANGUAGES

Pashto (Mother Tongue Or Native)

Urdu

English

INTERESTS & HOBBIES

- Keen Interest in Public Health & Humanitarian Organizations
- Research & Innovations Related to Public Health
- Studies & book reading
- In Social Networks like Facebook, Twitter, LinkedIn etc
- Also likes to play cricket in Extra Time

REFERENCES

Reference No 1:

Name: Dr. Hameed

Designation: Medical Officer

Organization: Khyber Teaching Hospital, Peshawar, Pakistan

Cell No: +92-03469140242

Email Address: hameed.afridi67@gmail.com

Reference No 2:

Name: Dr. Rashid

Designation: Social Mobilizer & Hygiene Promoter

Organization: Center For Excellence & Rural Development (CERD)

Cell No: +92-03325382536/ 03449077052

Email Address: rashiddawar@gmail.com

Reference No 3:

Name: Dr. Jawad

Designation: Medical Officer

Organization: District Headquarter Hospital Bajaur

Cell No: +92-030522452246

Email Address: jawadmuhammad560@gmail.com