Khur Khuri Muslim Abad Kohat

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**RAEES KHAN**

**CAREER OBJECTIVES**

Seeking a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in a rewarding global organization offering career growth and professional Development.

**PERSONAL INFORMATION**

Father Name Abdul Aziz

Date of Birth 22-01-1984

Domicile Khyber

NIC 17301-2842656-7

Nationality Pakistani

Marital status Married

**QUALIFICATION**

MPA (Master of Public Administration)

Institute of Management Sciences Hayatabad, Phase # VII, Peshawar, KPK

2008-2010

**B.Sc (Bachelor of Computer Sciences)**

University of Peshawar, KPK

2005-2007

**F.Sc (Pre-Engineering As Additional Subjects)**

BISEP Peshawar, KPK

2004-2005

**F.Sc (Pre-Medical)**

Government Superior Science Collage Peshawar, KPK

2001-2003

**SSC (Science Group)**

Government High School Civil Quarters Peshawar, KPK

1999-2001

**WORK EXPERIENCES**

**Organization: PEOPLE HR Organization**

**Designation: UC Communication Officer (Khyber/Peshawar)**

**Duration: From 1st April 2021 to till date**

**Organization: CTC (Chip Training & Consultant)**

**Designation: UC Communication Officer (Tirah Maidan Khyber)**

**Duration: From 3rd August 2020 to 31st March 2021**

**Core Responsibilities:**

* Coordinate with UPEC for quality collaboration and coordination during campaign activities.
* Analysis of 10 % Tally sheets/ missed children lists during campaign to identify reasons/ patterns of refusals and areas of intervention.
* Coordinate with partner relevant stakeholders to respond to refusal clusters reported during campaign.
* Participate in morning and evening meetings at UC level during campaign days to ensure appropriate use of the resources provided for communication activities and to both address and provide feedback on communication related issues.
* Follow up with the data team on data collection of communication indicators.
* Monitor and supervise Social Mobilizer and make notes to be submitted in the monthly reports.
* Support Social Mobilizer during door-to-door IPC activities.
* Support in addressing cluster of refusals through identified influencers.
* Support in Monitoring and supervision of the campaign including teams IPC skills

**In between campaigns:**

* Identify potential entry points / stakeholders at the UC and community levels.
* Prepare and update the Social Maps and UC social profiles and support the process of updating micro plans with special focus on high-risk group.
* Ensure that the evidence based social mobilization / community engagement plan is regularly updated and included in the micro plan.
* Ensure implementation of UC level communication activities.
* Track and engage with families of missed children.
* Ensure understanding of refusals through social profiling and Support in addressing cluster of refusals through identified influencers.
* Address misconceptions by providing answers to frequently asked questions and working to raise awareness and create demand for polio vaccination through locally appropriate communication interventions. Ensure Display and distribution of the IEC Materials in the UC.
* Participate in UPEC meetings to support campaign preparedness.
* Monitor and supervise the Area In charge / team training for the IPC component to ensure quality and provide feedback to the concerned authorities.
* Build capacity of the social mobilizer in IPC, community engagement and social mobilization.
* Lead challenge mapping exercise at UC level and regularly update.
* Ensure timely submission of the report.
* Follow up with the data team for data compilation / analysis and sharing for planning purposes on communication indicators.

**Deliverables:**

* Update micro plans with Social Maps and UC profiles.
* Prepare evidence-based UC social mobilization / community engagement plan and make it part of the UC micro plan.
* Participate in and support UPEC meetings.
* Regularly updated challenge mapping exercise.
* Organize and facilitate locally appropriate communication interventions with participation of the influencers and care givers.

**KPIs:**

* UC micro plan updated with social maps and UC profile (Y / N).
* Social mobilization plans available for the UC for the campaign (Y / N).
* # of community engagement activities organized vs facilitated / attended by the UCO.
* 10% analysis of the tally sheets/ missed children lists per day during campaign done (Y / N).
* Mobilization of influencers to accompany teams for refusal conversion (# and %).
* Refusals converted among recorded (# and %).

**Organization: IRC (International Rescue Committee)**

**Designation: Information Officer (KPK)**

**Duration: From Oct 2015 to July 2020**

**Core Responsibilities:**

* Complete a comprehensive training to ensure correct usage of the Personal Data Assistant (Q-MOBILE), IRC rules and regulations, as well as the objectives and importance of the project.
* Travel with team to pre-identified locations with high concentrations of TDPs when required.
* Verify and validate the completion of data collection at the end of each family interview.
* Upload core information through calling all IVAP profiled TDPs and ensure all information is uploading in Q-MOBILE in the database from each household.
* Verifying exactly the same pattern and strategies of calling TDP families ensuring TDP beneficiary level information is kept highly confidential.
* Take direction and complete the tasks assigned to you by Field Supervisors and Manager Data Collection.
* Conduct oneself with respect in all work with IRC, treating all persons (particularly TDPs and other team members) with dignity and professionalism.
* Follow IRC’s security protocols at all times.
* Take direction and complete the tasks assigned to you by your Field Supervisor.

**Organization: ACTED International**

**Designation: Distribution Assistant (Khyber Agency)**

**Duration: From July 2015 to Oct 2015**

**Core Responsibilities:**

* The Distribution Assistant shall be responsible for smooth distribution at the distribution point.
* Will inform the beneficiaries for distribution.
* Will fill all the relevant documents at the distribution point. Lead and guide ORGANIZATION’s Distribution Program in the base. Ensure that planned activities are successfully implemented;
* In collaboration with the program team and coordination, determine the strategic direction of the program in the short and medium term and map out activities.
* Manage the Distribution team. Ensure that they are wholly involved in Distribution planning and direction.
* Develop and implement an exit strategy in collaboration with his/her team, M&E unit and Program Coordinator.
* Report regularly (as requested) to the Team Leader regarding food.

**Organization: IRC (International Rescue Committee)**

**Designation: Field Supervisor (KPK)**

**Duration: From April 2012 to Nov 2012, March 2013 Feb 2014,**

**August 2014 to Jan 2015**

**Organization: Paiman Alumni Trust**

**Designation: Field Supervisor (Kohat/Hungu)**

**Duration: From March 2015 to April 2015**

**Core Responsibilities:**

**Trainings**

* Complete a comprehensive training to ensure full comprehension of Humanitarian Organization rules and regulations, security protocols and methodology and Standard Operating Procedures
* Participate/ lead trainings as required regarding correct usage of the Personal Data Assistant (Q-Mobile), as well as the objectives and importance of the assessment.

**Field work**

* Travel daily with your assessment team to pre-identified locations with high concentrations of TDPs.
* Coordinate the work of your team (division of households etc.) and direct your teams to visit TDP families door to door (at their homes) to conduct the survey using a Q-MOBILE.
* Ensure Surveyors complete quality data collection from each family at their homes correctly and accurately showing no partiality
* Verify the completion of collected data from all team members on a daily basis
* Meet with key informants from each village and complete the Key Informant form, submitting the forms to Senior Team Leader Data Collection/ Database Assistant on a weekly basis.
* Conduct oneself with respect in all work with Humanitarian Organization , treating all persons (particularly TDPs and other team members) with dignity and professionalism
* With the Database Assistant/Officer, ensure all data collected by your team is uploaded on a weekly basis
* Act as the focal point for logistics in the field, ensuring transport, fuel, communications, accommodation and meals are appropriately planned and executed
* Identify any weaknesses/challenges with data collection and immediately report this to Senior Team Leader Data Collection
* Submit daily SMS reports to Senior Team Leader Data Collection on number of families covered that day, and weekly written reports on number of households surveyed by your team that week, their locations, remaining estimated caseload, and suggestions for next week’s survey.

**Security**

* Follow IRC security protocol and standard operating procedures at all times
* Act as the security focal point for your team while in the field by immediately informing your supervisor, Coordinator and security focal person of any security incident.

**Team Management/ Supervision**

* Directly supervise 6-8 Field Surveyors
* Identify capacities within your team which need reinforcement, recommend appropriate trainings or management modifications to the Senior Team Leader Data Collection
* Settle any conflicts amongst your team members; make recommendations to the Senior Team Leader Data Collection when needed
* Facilitate a weekly meeting with your team to address survey, security, operational and other work concerns
* Track and approve the leave time of your team members according to Humanitarian Organization policy
* Complete the PME system with each member of your team
* Coordination with Monitoring & Accountability Supervisor to overcome any issues related to data quality and rectification at field level.

**Organization: IRC (International Rescue Committee)**

**Designation: Field Surveyor (KPK)**

**Duration: From Jan 2011 to June 2011, Nov 2011 April 2012**

**Core Responsibilities:**

* Complete a comprehensive training to ensure correct usage of the Personal Data Assistant (Q-MOBILE), IRC rules and regulations, as well as the objectives and importance of the assessment.
* Travel daily with assessment team toper-identified locations with high concentrations of TDPs.
* Visit IDP families allocated door to door with to conduct the IVAP household survey using (Q-MOBILE).
* Correctly enter all data required from each household showing no partiality.
* Verify the completion of data collection at the end of each household interview.
* Conduct oneself with respect in all work with IRC, treating all persons (particularly TDPs and other team members) with dignity and professionalism.
* Follow IRC’s security protocol and IVAP Methodology and SOPs standard operational procedures at all times.
* Take direction and complete the tasks assigned by your IVAP Supervisor.

**Certificates:**

* Communication, Presentation and Report writing Skills for Development Professionals training from Pakistan Institute of Management Interior Ministry and Production Government of Pakistan ( Sep 3rd,4th and 5th 2019)
* Intermediate to Advance Ms-Excel training from Pakistan Institute of Management Interior Ministry and Production Government of Pakistan (17th and 18th July 2018)

**LANGUAGES SPOKEN**

English, Urdu & Pashto (Excellent)

**REFFERENCES**

**Provided on Demand**