


BOHIR AHMED

(Nutrition Assistant, Community Social Mobilizer, TTSP)


OBJECTIVE:

IT specialist with over 6 years of experience in developing diverse teams, managing projects, and working for both public and private organisations. Dynamic and committed. I'm looking forward to using my technical and administrative skills, which include decision-making under pressure, problem-solving, analytical thinking, and team building. successfully led teams and served in an administrative role on a number of projects for organisations and institutions, including the WHO and the Health Department, Government of Baluchistan. a flexible and adaptable individual with a strong work ethic who is willing to contribute to and develop the company.

CONTACT:

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PERSONAL INFO

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Naseer Ahmed

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REFERENCES

Name: Dr. Noroz Yaqoob
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Name: UBAID Ullah
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WORK EXPERIENCE

Duration	Organization	Designation	Jobs Task
JAN 2021 FEB 2022	UNICEF/ World Food Program /Provisional Nutrition Department / Govt of Baluchistan, Turbat, Pakistan	Nutrition Assistant Community Social Mobilizer/TTSP	Worked in the Pakistan Polio Eradication Initiatives PEI program in World Health Organization (WHO) as a Temporary Tehsil Support Person (TTSP). My duties included supporting supervision & monitoring during SIA Polio campaigns. Counsel patients on any dietary issues and healthy eating habits. Develop nutrition plans while taking into account the client's budget and taste. Assess the client's nutritional and health needs and evaluate if the meal plans have a positive effect on the client's health. Create educational material about healthy eating habits. Read and contribute to the latest nutritional research. Speak to groups about the importance of nutrition to prevent specific diseases. Document patient progress. Deal with (SAM) Severe Acute Mal- Nutrition and (MAM) Moderate acute Mam-Nutrition.
SEP-NOV 2022	MICROMERGER LTD	Field Monitoring	(TCV)-Typhoid conjective surveillance for Kech District as a whole.
FEB 2020 FEB 2021	NADRA/NSER, Turbat, Pakistan	Junior Executive	Assistant to Executive Officer, Solved the issues of overseas applicants for English cards. Maintained the Database, focused on their duties, interacted with clients.
Jan 2019 April 2019	Akhuwat Islamic Microfinance Foundation, Gwadar, Pakistan	Unit Manager	Worked with the Akhuwat liability and loan system. Dealt with customer about loans and provided information about the procedure of loan approval.
Feb 2018 Feb 2020	Jawad Tv Cable Network, Turbat Baluchistan, Pakistan	Administration	Analyze the requirements for the Jawad Cable network and organize IT the resources of the Jawad Cable network accordingly Evaluating the needs of the choosing the most suitable software, hardware and other IT requirements such as networking Managing junior employees in the IT department of the company Provide troubleshooting solutions Ensure that all IT requirements of a company are fulfilled Ensure the smooth functioning of all IT infrastructure such as servers and network connections, besides hardware and software. Hiring new staff and taking care of their training. Ensuring security of the physical and virtual components of Information Technology such as security of the server rooms and installing virus protections and firewalls. Organizing data, storing them securely and creating backups. Monitor budget of the IT department. Data Management, Networking, Offices Work.
Jan 2017 – Dec 2018	Social Welfare & Non-Formal, Education Quetta, Gwadar, Pakistan	Administration	Analyzed technical problems and identified computer requirements to solve those problems with appropriate IT solutions. Designed, implemented and evaluated computer-based systems, processes, components, and programs.

			Identified, analyzed, and responded to user needs for the selection, creation, evaluation, and administration of computer-based systems.
Aug 2014 – May 2016	Makuran Resources Center Turbat, Turbat, Pakistan	Administration	Worked in Makuran Resource Center as IT Officer. I was appointed to take responsibility and charge of the IT Section. I took responsibility as Network Manager, accomplished in delivering secure resilient systems on time and within the budget of the organization to meet the needs. Improved and upgraded while utilizing my skills in Microsoft Office, Computer and Information System Manager, Web Development, Database Administrator Management Information System and Computer Hardware Management. Received accolades for being sociable, committed, resourceful, and having a smart working style that always provided an edge over others
Oct 2009 – Mar 2012	National Commission for Human Development, Kech, Pakistan	Supervisor Teacher	Accomplished department objectives by supervising staff and organizing and monitoring work processes. Maintained staff by recruiting, selecting, orienting, and training employees that developed personal growth opportunities. Accomplished staff job results by coaching, counseling, and disciplining employees. Planned, monitored, and appraised job results. Conducted training. Implemented and enforced systems, policies, and procedures. Maintained a safe and healthy work environment by establishing and enforcing organizational standards while adhering to legal regulations. Completed operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures. Controlled expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions. Provided quality service by enforcing quality and customer service standards. Contributed to team effort by accomplishing related results as needed.

Certifications

Duration	Institution	Certificate
3 Months	Internship at Microsoft Innovation Center Karachi	Windows App Development
	IYCF Provisional Nutrition Department	Training Certificate of CMAM
	Digiskill/VU	SEO/ Freelancing
6 Months	ADIT	Workshop of IYCF and CMAM at Kech
	Hardware/Internet/Microsoft Office/Graphics/Adobe Photoshop/Corel Draw/Adobe Illustrator/Software	

EDUCATION

Year	Institution	Qualification	Grade
2018	University of Baluchistan	BS Hons -IT	B
2012	Kech Grammar High School & Intermediate College, Turbat	Intermediate (Pre-Engineering)	A
2009	Kech Grammar High School & Intermediate College, Turbat	Matriculation (Science)	A+

Skills

Written And Verbal Communication Skills | Team Management | Social Marketing Fulfillment
| Social Engine | Reporting | Report Writing | Receptionist Tasks | Project Management |
Office Support | Nutrition Assistant | Multitasking capabilities | Managing School Systems |
Management Analysis | Coordination Skills | Communication Skills | Classroom
Management