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| Muhammed Ashraf |
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| **Personal Information** |
| **Father’s Name** | Hafiz Abdul Baqi  |
|  **CNIC** | 5450121355579 |
| **Date of birth** | 1-1-1990 |
| **Postal Address** | C/O Naveed Ur Rehman, Indus Office Nushki Near EID Gah Road nushki near Eid Gah |
| **Domicile/Local** | Nushki, Balochistan |
| **Religion** | Islam |
| **Mobile No** | 03448283914 |
| **Email** | Ashraf.mengal786@gmail.com |
| **Objective** |
| A self-motivated individual seeking to grow in a learning environment that challenges and leads in becoming a professional through determination and hard work.A team player, attentive to detail and able to work in a fast paced environment, Excellent oral and written communication skills, Proven ability to manage multiple tasks while meeting challenging deadlines. |
| **Major Subjects and Specialization**  |
| Economics, Political Science , Brahuvi, Computer Skills, Diploma  |
| **Qualification**  |
| **Degree** | **Institution** | **Passing Year** | **Grade/GPA** |
| **M.A Brahvi**  | **University of Baluchistan**  | **2018** | **2nd Divisiion**  |
| **B.A ( Economics ,Political Science )** | **University Of Baochistan**  | **2014** | **2nd Division** |
| **F.A** | **GDC Nushki**  | **2011** | **2nd Division** |
| **Matric** |  **Govt High School Gharib Abad**  | **2009** | **2nd Division** |
| **Computer Diploma (ADIT)** | **Real Academy Quetta**  | **2012** | **1st Division** |
| **B.ed** | **University of Balochistan** | **2016** | **2nd Division** |
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| **Experience** |
| **Designation** | **Organization** | **Date** | **Districts** |
| **Vaccinator**  | PPHI | 16th June 2022- 15th Dec 2022 | Nushki |
| **Project: IRC Health Project*** vaccinate or dispense medication to clients
* Vaccinate clients using appropriate administration method.
* Alert Vaccination Supervisor when supplies drop below specific assigned threshold quantities.
* Adhere to infection control procedures.
* Answer client questions within scope of training/qualifications.
* Report disruptions and changes in client flow, report to Vaccination Supervisor.
* Provide routine progress and/or status reports to Vaccination Supervisor as needed.
* Alternate roles with assisting role as needed
* Monitor colleagues and clients for signs of fatigue or stress. Notify the person you report to as appropriate
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| **TPM** | Polio WHO  |  |  |
| **Area In charge**  |
| * Supervision and Deployment of Teams
* Daily Data Collection from teams
* Logistic Support to the teams deployed in field
* Refusal and N/A coverage
* Sharing and Compiling of Daily Data \
* Progress Sharing in evening meeting on daily basis
* Conducting Team training
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| **Experience** |
| **Designation** | **Organization** | **Date** | **Districts** |
| **MIS Associate**  | HANDS  | 21st Mar 2019- 15th Sep 2019 | Nushki |
| **Project : MYHP(Multi Year Humanitarian Program)** * To ensure regular gathering of data
* To ensure accurate and timely entry of data in data base
* Ensure quality work strict monitoring on day by day activities
* Manages day to day operational aspects of project and its scope
* Support assist to project team in order to assist in order to meet the project deadline
* Ensure quality and timely submission of data report
* Review deliverables prepared by teams before passing to officials
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| **Designation** | **Organization** | **Date** | **District** |
| **MIS Associate**  | SCAP Balochistan | 25th march 2016-31st Dec 2018 | Nushki  |
| **Project: Balochistan Nutrition Program For Mother &Children (BNPMC)*** Work as MIS assistant in field office under reporting of District Field Coordinator and respond to the information needs by providing Management Information System services to stakeholders for key decision making.
* Maintain daily bases collection of OTP sites (Mobile and Static) data, reporting and regularly update the Management Information System (MIS) related with Nutrition services.
* Collect, compile, clean and effective analyze of received data from OTPs (Mobile and Static) on daily, weekly and monthly basis, generate the desired reports and provide feedback to the Field Coordinator on data findings for correction / improvement in data handling.
* Streamline methods to share information using internet, email groups, written reports, and verbal feedback at review meetings through MIS system.
* Manage IYCF and Community Supportive Group gatherings data and reports in MIS.

 Carry out any additional task(s) assigned by Supervisor |
| **Experience** |
| **Designation** | **Organization** | **Period** | **District**  |
| **Tehsil Technical Support Person** | WHO  | DEC 2013-Dec t2014 | Nushki |
| **Project: NID ( national Immunization day) and SNID (Special National Immunization )*** Cluster Making for polio Mobile teams,
* Facilitate Polio mobile teams,
* Making sure availability of logistics and support to the teams and vails to polio teams,
* Tracing and mobilizing Refusal Coverage and d mobilize to cover NA and Refusal cases\
* Data collection and data analysis
* NA Coverage with the support of Polio mobile team.
* Sharing progress and in evening daily meeting during polio complain, and shared the report with deputy commissioner’s
* Monitor and support monitoring teams
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| **Experience** |
| **Designation** | **Organization** | **Period** | **Place** |
| **AFM ,(Area Field Monitor )** | APEX Consulting Pakistan |  Dec 2012-Dec 2012 | **Nushki** |
| **Project:** Post-polio Campaign Monitoring.* Develop and strengthen monitoring inspection and evaluation Procedure.
* Monitor project activities, and progress towards achieving the project out puts.
* Provide output to the Provincial Coordinator on project strategies and activities.
* Prepare log sheets for the project activities.
* Facilitate client’s official visits.
* Submit qualitative information to Regional coordinator.
* Assist the field staff in collecting data and provide help using M&E tools.
* Making assure the presence of staff on the field and collection of data through cluster wise sampling.
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| **Certificate courses & Trainings** |
| **Certificate/ Training**  | **Duration and Institution** |
| **Project Management**  | Three days’ workshop by volosun consultancy |
| **Project Management** | Two Days Training by Volosun Consultancy |
| **CMAM(Nutrition)** | Six Days training on CMAM by BNPMC  |
| **MIS ( Management Information System)** | Certificate and Training on **‘Management information System** from Training and Development Network,. |
| **Emergency Relief Management** | Collected money and necessary things from the community/universities of Islamabad for Earthquake affected areas of Awaran (Balochistan) |
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| **Languages** |
| **Language** | **Proficiency** |
| English  | Good (S/R/W) |
| Balochi (Local Language) | Good (S/R/W) |
| Urdu (National Language) | Good (S/R/W) |
| Brahvi (Local Language) | Good (S/R/W) |
| Pashto (Local language) | Fair (S) |

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| **Reference** |

Irfan Ahmed

DPM HANDS

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Email:irfanMengal87@gmail.com

Sami Ullah Baloch

District Coordinator

SCAP Balochistan

Cell#03458323036

Email:Samjamaldini@gmail.com