

Aaqib Ahmad S/o Zahid Ahmad

Date of Birth :Nov 15, 1993

Marital Status :Single

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Professional SummaryAs a highly motivated and results-driven professional with 5 years of experience, I offer extensive expertise in monitoring and evaluation, project management, and human resource management. My educational background includes a BBA Hons in Human Resource Management from the University of Peshawar, as well as Bachelor in Sociology from Allama Iqbal Open University.

I have a proven track record within my roles, having previously worked as a Technical Tehsil Monitor at World Health Organization, and Sales Entrepreneur at Zong Telecom. My current role as Union Council Polio Officer at Chip Training and Consulting Pvt Ltd allows me to utilize my strong interpersonal, communication and managerial skills.

Throughout my career, I have contributed to several successful projects, including the Sehat-Ka-Insaf campaign at World Health Organization. I am committed to delivering high-quality work and exceeding expectations, and I am always eager to learn new skills and take on new challenges.

Overall, I am confident that my skills, experience, and passion for excellence make me a strong candidate for any position in the fields of monitoring and evaluation, project management, and human resource management.

Academics

Dec 2014 Bachelor's - BBA Hons HRM University of Peshawar, Peshawar, Pakistan with (Grade/GPA) 3.2

Bachelors Of Business Administration in Human Resource

Aug 2014 Bachelor's - B.A Sociology Allama Iqbal Open University Islamabad, Islamabad, Pakistan with (Grade/GPA) A

May 2010 Intermediate - F.Sc Pre-Engg Govt College Peshawar, Peshawar, Pakistan with (Grade/GPA) A

Mar 2008 High School - Matric Danish Model School, Peshawar, Pakistan with (Grade/GPA) A

Experiences

Jul UCPO Chip Training and Consulting Pvt Ltd, Peshawar, Pakistan



2020-
Present

Working as Union Council Polio Officer (UCPO)

Major Responsibilities:

Planning and Organizing
Implementation & Monitoring
Leading and Supervising
Relating and Networking
Data-based planning of interventions
Reporting

Aug 2015- Communication Support Officer Chip
Jun 2020 Training and Consulting, Peshawar,
Pakistan

Worked as Union Council Communication Support Officer (UCCSO)

Major Responsibilities:

Planning and Organizing
Implementation & Monitoring
Leading and Supervising
Relating and Networking
Data-based planning of interventions
Reporting / Output

Jan 2014- Technical Tehsil Monitor TTM World
Jul 2015 Health organization, Peshawar,
Pakistan

Worked as **TTM at UC Mathra** in district Peshawar on **Polio Eradication Project**.

Major Responsibilities:

Planning, coordinating, monitoring, controlling and supervising the project activities like;

Planning of project activities. Assignment of tasks to different teams
· Arranging and conducting meetings with staff members to insure smooth rollout and resolve the issues on time. Complete office management. Supervision of Logistics. Arranging Teams Training Supervision on Campaign day. Compilation and reporting the data. Doing Post Campaign Market Survey.

Sep 2013- Audit Trainee Mushtaq Akbar & CO,
Dec 2013 Peshawar, Pakistan

Dec 2011- S.EPzong telecom, Peshawar, Pakistan
Feb 2013

Duties involved were Sales and marketing of Telecom Products.



Lead a group of sale and marketing team. Conduct customer awareness seminars and work shops. Introduce various customer incentives to attract more local involvements. Prepare the Technical presentation for Customer satisfaction.

Projects

Jan 2014- Present Sehat Ka Insaf As TTSP - at World Health Organization Peshawar, Pakistan

Languages

Urdu (Fluent - Wide Knowledge)

English (Conversational - Limited)

Pashto (Fluent - Full Knowledge)

Skills

INTERPERSONAL and Communication (Expert)

MS-Office Processing (Expert)

Honors Awards

Nov 2012 Participant FES Peshawar, Pakistan

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