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| CNIC: 43102-5735804-5Date of Birth: 02-04-1985Religion: IslamMarital Status: MarriedDomicile: JacobabadAddress:Office CDF Bissmillah Town Near TCF School Jacobabad SindhPresent Address:UC. 6 Mochi Basti near Bolan Petroleum Service Odhano Muhalla, Jacobabad Sindh.Permanent Address:Village Gulab Mari, UC Miranpur, Taluka Garhi Khairo, District Jacobabad.Cell: +92-333-7358280 +92-300-3172576E-mail odhanorauf@gmail.comrauf\_odhano@yahoo.com | **A B D U L R A U F O D H A N O** |
| **Career objective**To excel, professionally and personally, by joining a professional organization to seek the right opportunity for the lifelong career where my abilities could be groomed, enhanced and where I can contribute positively to achieve organizational goals and objectives. |
| **Qualification: M.A. (Sociology) – 2017****From: University of Sindh, Jamshoro** |
| **Trainings attended*** 4 Days Training on “**Active Citizen”** organized by the British Council and Youth Action for Pakistan (YAP).
* 3 Days Training on “**Accounting, Communication Skill & English Business**” by **IBA** and Land O’ Lakes Inc.
* 3 Days Training on “**Personal Development and Livelihood** **Project Management**” by Community Development Foundation (CDF) Sindh.
* 3 Days Training of Trainer on “**Peace and Conflict Management**” by Sindh CDF
* 1 Day Training on “**Socio economic Conditions of Pakistan”** by Voice of New Generation (VNG)

**Work experience****Chip Training & Consulting (CTC)****1 April 2021 to date****Position held: Taluka Polio Officer (TPO)****Responsibilities:****Supplementary Immunization Activities (SIAs)****1. Pre-campaign preparatory work*** Micro planning – Assist in preparation and updating SIA micro-plans. Validate these micro-plans in the field. Help in identifying and mapping high risk areas in the specific union councils (UCs).
* Assist in selection of appropriate vaccinators as per given criteria and in their distribution as needed.
* Assist in monitoring of timely distributions of direct disbursement mechanism (DDM) cards. Ensure that cards are filled properly and upon completion of campaign their submission to provincial office for further processing.
* Follow up and report to the polio eradication officer (PEO) on timely payment of incentives to the frontline workers.
* Trainings – Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
* Partnership and Coordination – Promote partnership with all influencing factors at UC level in support of SIAs.

**2. Campaign implementation*** Monitoring – monitor the process implementation of the campaign as per guidelines and provide feedback to DPEO.
* Data collection and analysis – collect the tally sheet data from the area of responsibility on daily basis.
* Ensure proper implementation of SIAs with special attention to reach far flung areas and underserved high risk populations.
* Attend the daily evening review meeting at UC level for every SIA and record the findings/observations for corrective action on the following day of the campaign.
* Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.
* Participate in organizing the redo/sweeping activities in the UC as required in light of PCM/LQAs/market survey results.
* Facilitate in the work of independent monitors.

**3. AFP Surveillance*** Collection and submission of weekly zero reports from all HCFs in their UC to DHO every Monday.
* Visiting all three AS sites and assigned informal healthcare providers, to inquire about AFP cases.
* Visiting all health facility focal persons in the UC to inquire about AFP cases recently admitted.
* Immediate reporting of any AFP case found to PEO/DSC
* Facilitating in AFP cases investigation and stool sample collection.
* Any other task assigned by provincial Team leader.

**Chip Training & Consulting (CTC)****1 February 2019 to 28 February 2021****Position held: Union Council Polio Officer (UCPO)****Responsibilities: As reported above for supplementary immunization activities****World Health Organization (WHO)****15 Oct 2016 to 31 January 2019****Position held: Union Council Polio Officer (UCPO)****Responsibilities: As reported above for supplementary immunization activities****Other short-term work experience:**Organization Institute of Social and Policy Sciences I-SAPSPosition SupervisorLocation JacobabadResponsibilities: EGRA/EGMA baseline Operational testingOrganization World Health Organization (WHO)Position TTSP (Temporary Taluka Support Person)Location JacobabadResponsibilities: Checking the work of polio vaccination teams, monitoring of BHUs, vaccination centres and taking household clustersOrganization Land O’Lakes Inc.Position Field SupervisorLocation JacobabadResponsibilities: Monitoring of girl students of GGPS, Jacobabad; arranging sessions of mobilization in community; arranging community meetings for the SMC’s activation and reopening of closed schools.Organization Community Development Foundation, JacobabadPosition Community MobilizerLocation JacobabadResponsibilities: Formation of UC Delegates; Training of UC Delegates; Conduct Trainings to Community; Event Organization; Reporting |
| **Computer Skills*** Proficient in the usage of Microsoft Office, the internet. Windows operating system and specialized software usage
* Analysis of gathered field data in software and reporting it in a format as required by the specific immunization programme
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| **Interpersonal communication*** Ability to work as an active team member
* Take initiatives and to act independently and responsibly within the assigned field of work
* Working under pressure with team to meet stringent deadlines
* Good communication and writing skills.
* Commitment to teamwork
* Excellent organizational skills
* Experience of working in a development project/organization
* Trainer on different issues
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| **Languages*** English – proficient user with strong listening reading, writing, speaking abilities
* Urdu – excellent interpersonal communication abilities in interpretation (listening, reading) and production (speaking, writing)
* Sindhi – mother tongue
* Saraiki – mother tongue
* Balochi – second language
 |
| **Hobbies/interests*** Reading books, magazine, and research articles
* Internet surfing
* Socializing with friends and extended family
* Travelling
 |
| **References****Dr. Musharaf Ali Jhatiyal**Polio Eradication Officer(PEO)World Health OrganizationJacobabadCell: +92-333-7547807Email: jhatialm@who.int**Dr. Noor Husssain Soomro**District Surveillance Officer(DSO)World Health OrganizationJacobabadCell: +92-336-8627998Email: drnoorsoomro@hotmail.com |