**ABDULLAH**

Flat No. 8 Khyber Super Market, Peshawar Cantt

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**Personal Information:**

Father Name: Aslam

**CN**IC No: 16202-6586168-9

Date of Birth: 03-Mar-1992

Domicile: Sawabi-KP

Passport No: EW1071682

**Career Objective:**

To work devotedly in a dynamic and innovative environment, and to utilize my knowledge, skills and strengths to expand my exposure while serving in one of the best organization.

**PROFESSIONAL EXPERIENCE**

Having amassed a wealth of valuable experience spanning more than 8 years within the realm of professional development, I have dedicated five of those years to the intricate world of Water, Sanitation, and Hygiene (WASH). Throughout this journey, my endeavors have predominantly centered on the transformative realms of community empowerment, the art of fostering behavioral change through communication, and the pivotal task of bolstering community capacity to bring about lasting positive change.

**WATER & SANITATION SERVICES PESHAWAR (WSSP) GOVERNMENT OF KHYBER PAKHTUNKHWA**

**Designation: Community Development Officer CLC-WSSP**

**Duration: March 2021 to 31st August, 2023**

**Project Name: COMMUNITY EMPOWERMENT & CAPACITY BUILDING BUDGET FOR URBAN WASH IN SHRUCS OF PESHAWAR, Funded by UNICEF**

**Specific Duties/Responsibilities:**

* Responsible to liaise with community for improving awareness, knowledge and best practices in water and sanitation for the implementation of field level planned activities and play a key role in fostering linkages between the community and WSSP to enhance the quality of water and sanitation services in respective geographic areas.
* Work in close cooperation with all key stakeholders including government authorities, community leaders, beneficiaries & partner organizations through timely meetings & occasionally field visits.
* Orientation, motivation and training of the communities through a rigorous process of Behavior Change Communication (BCC) campaign and building their capacities through BCC sessions for adopting improved WASH behaviors.
* Responsible for formation WASH Committees and their Capacity Building Training to nurtured them with knowledge of improved practices of Water, Sanitation and Hygiene practices.
* To work with community influential and local representatives and other relevant stakeholders to address community issues related to WASH.
* Conduct field inspections with zonal management to assess the progress of projects, note any deficiencies, and recommend solutions.
* Conduction of FGDs in newly inducted UCs to WSSP related to WASH behavior.
* Supporting residents and local communities to play an active role in their community and stimulating interest in and awareness of local community issues and encouraging resident involvement in decision making
* Resolution of community based conflicts/disputes related to water supply and sanitation services
* Coordination meetings with CSOs/NGOs working in WASH sector in Peshawar.
* Responsible for arrangement of Facilitation Camps at NC level for awareness/mobilization sessions, revenue enhancement and complaint redressal.
* Responsible for development of Model-NC/Streets through community driven initiatives
* Conduction of coordination meetings with Traders Association for supporting WSSP in sensitizing shopkeepers to support canal awareness campaigns.
* Engagement of Religious Scholars for sensitizing the public regarding proper solid waste disposal, water conservation and revenue enhancement in Friday prayer sermon and other congregations.
* Identification of volunteers for strengthening community leadership and utilizing their services for WASH awareness.
* To prepare reports and to provide information and statistics as required and Maintain and update record of all activities for weekly and monthly progress reporting on regular basis.

**Society for Sustainable Development (SSD) Peshawar, Municipal Services Program Khyberpakhtunkhwa (MSP-KP)**

**Designation: Social Mobiliser**

**Duration: Oct, 2018 to Dec, 2020**

**Project Name: Community Mobilization for Water, Sanitation and Hygiene Behavior Change in Khyber Pakhtunkhwa, Funded by USAID.**

**Specific Duties/Responsibilities:**

* Community mobilization through community participation approaches.
* Cleanliness and Hygiene awareness raising campaigns and training and Walks.
* Social Mapping and selection of beneficiaries in target area.
* Responsible for development of strong linkages between community and concern government department (WSSP/PDA) for possible solution and discussion of WASH related issues.
* Formation/Capacity building of UC
* level Community Networks/Committees and conduction of awareness session.
* Identification of schools for establishing Student Networks/WASH Clubs and conduction of awareness sessions in selected schools for improving waste management and hygiene behaviors at HH and their surroundings/neighborhood level.
* Distribution of IEC materials for mass community awareness.
* Conduction Community Hygiene Sessions to sensitize them about health and hygiene.
* Health hygiene competitions at school level
* Plantation Drive
* Celebration of Water, Sanitation and Hygiene Annual Days
* Data collection, management and field Reporting

## MEDI-RAYS PESHAWAR

Supplier of X-Ray Machines, Laser, Thermal & Inkjet Printers/Films, CR Machines and other Bio-Medical Equipment.

## Designation: ADMIN OFFICER

## Duration: April, 2016 to September, 2018

## Specific Duties/Responsibilities:

* Manage office supplies stock and place orders
* Organize a filing system for important and confidential company documents
* Prepare regular reports on expenses and office budgets
* Answer queries by employees and clients
* Update office policies as needed
* Maintain a company calendar and schedule appointments
* Booking hotels rooms for official meeting/Training as required
* Distribute and store correspondence (e.g. letters, emails and packages)
* Arrange travel and accommodations
* Schedule in-house and external events
* Prepare reports and presentations with statistical data as assigned.

**Pakistan Telecommunication Company Limited (PTCL) HQ, Islamabad**

**Designation: Internee at Brands & Marketing Communication**

**Duration: March, 2105 to February, 2016**

**Project: National Internship Program**

**Specific Duties/Responsibilities:**

* Coordinating with Advertising Agencies & vendors.
* Brainstorming of developing creative Briefs for various Advertisements
* Managing Inventory of Giveaways.
* Making presentation and letter drafting and reports.

**SKILLS**

* Excellent Communication and Interpersonal Skills
* Team Management and Leadership
* Project Management
* Decision Making, Problem Solving, Time Management
* Field monitoring Skills
* Capacity Building and Training Skills
* IT (MS OFFICE)
* Basic Computer Skills
* Data Collection and Documentation
* Statistical and Graphical Analysis of Data
* Ability to maintain quality, safety and infection control standards
* Planning and Scheduling events and activities
* Technical report writing and oral presentation

**Languages:**

Pashto, Urdu and English.

**EDUCATION**

**PhD (in progress*)***

Management Sciences

Bacha Khan University, Charsada

(Course work Completed)

**MBA (1.5)**

Institute of Management Studies University of Peshawar (2016)

CGPA 3.20/4.0

Major subject (Marketing)

**BBA (Hons)**

Institute of Management Studies, UNIVERSITY OF PESHAWAR (2014)

CGPA: 3.4/4.0

Major Subject (Marketing)

**HSSC (PRE-ENGINEERING)**

BISE Mardan (2010)

Percentage: 75.20% (A Grade)

**SSC (SCIENCE)**

BISE Mardan(2008)

Percentage: 80.20% (A1 Grade)

**COURSES AND SEMINARS**

* Behavior Change Communication (BCC) Training by International Rescue Committee (IRC)
* Behavior Change Communication (BCC) Training by UNICEF team administered by WSSP
* Workshop on Active Citizens’ Programme conducted by British Council Pakistan
* Corporate Communications Skills at PTCL Academy Islamabad
* Selling Skills at PTCL Academy Islamabad
* Carrier Counseling Session at PTCL Academy Islamabad

**References**

Available on request