



Abdullah Shah

Union Council Communication support Officer at PEOPLE Pvt. Ltd.

- MIS Assistant TOP Mountain Company, Karachi months)
- Computer Operator, Account Department, Lucky Cement Ltd
- Dispatch Manager, Gourmet Beverage, Lahore months)
- Data Collection Officer, Polio Eradication Program, District Lakki Marwat DEOC (4 years)
- Communication Officer, UNICEF - UC Ghazni Khel (4 years)

Strengths & Skills

- ✓ Computer Skills
- ✓ Data Entry
- ✓ InPage
- ✓ MS Office

Experience 14 years

PEOPLE Pvt. Ltd. Union Council Communication Officer	2.3 years	Mar 2021 - Present
Chip Training & Consultant Union Council Communication Officer	2.1 years	Feb 2019 - Mar 2021
World Health Organization (DPCR Lakki Marwat) Data Focal Person	3.9 years	Mar 2015 - Feb 2019
World Health Organization Field TTM (UC Ghazni Khel)	10 months	May 2014 - Mar 2015
Gourmet Foods Pakistan Dispatch Officer	3.7 years	Aug 2010 - Apr 2014
Lucky Cement Limited Computer Operator	1.6 years	Mar 2008 - Oct 2009
Top Mountain MIS Assistant	7 months	Aug 2007 - Mar 2008

Work History

PEOPLE Pvt. Ltd.	Mar 2021 - Present (2.3 years)
Union Council Communication Officer	Lakki Marwat, Pakistan
<ol style="list-style-type: none"> 1. Create arwareness in community about Polio diseases 2. Meeting with Local bodies 3. Meeting with community elders 4. Awareness sessions in schools 5. Hujra Sessions in community 	
Chip Training & Consultant	Feb 2019 - Mar 2021 (2.1 years)
Union Council Communication Officer	Lakki Marwat, Pakistan
<ol style="list-style-type: none"> 1. Create arwareness in community about Polio diseases 2. Meeting with Local bodies 3. Meeting with community elders 4. Awareness sessions in schools 5. Hujra Sessions in community 	

World Health Organization (DPCR Lakki Marwat)	Mar 2015 - Feb 2019 (3.9 years)
Data Focal Person	Lakki Marwat, Pakistan

Contact Info

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Abdullah Shah S/O Muhammad Akbar Shah District & Tehsil Lakki Marwat P/O Ghazni Khel, Village Goveraka Syed Khel Lakki Marwat, Pakistan

Academics

DIT | 2016 | 85%
Trade Testing Board, Lakki Marwat

B.com | 2007 | 61%
Government College of commerce., Lakki Marwat

D.Com | 2005 | 60%
Government college of commerce, Lakki Marwat

Matric | 2002 | 58%
Government High School Ghazni Khel, Lakki Marwat

Industries

- N.G.O./Social Services

Functional Areas

- Accounts, Finance & Financial Services
- Administration And Office Support

Languages

- Pashto - Native
- Urdu - Medium
- English - Beginner

Hobbies

- Net Surfing
- Reading Books

- Compiling and analyzing daily data from TTMs/UCPOs/UNICEF Staff
- Compiling and collecting various types of data for processing and entry into databases
- Maintaining databases for various activities and functions
- Entering and retrieving data from databases for administrative tasks and functions
- Handling data processing operations for specific or multiple projects
- Preparing staff salary through DDM Cards
- Preparing all types of data for PDA, PEO/Provincial Office.

World Health Organization

May 2014 - Mar 2015 (10 months)

Field TTM (UC Ghazni Khel)

Lakki Marwat, Pakistan

- Compilation of Data from Teams
- Tally Sheet Analysis.
- Sharing Data with DPCR.
- Field mobile teams Monitoring and supervision.
- Teams training, Field Validation, Microplan Preparation

Gourmet Foods Pakistan

Aug 2010 - Apr 2014 (3.7 years)

Dispatch Officer

Lahore, Pakistan

- Receiving distributor orders.
- Preparing warehouse records.
- Arranging vehicles from various transporters.
- Arranging labor from contractors.
- Dealing with freight and transport contractors.

Lucky Cement Limited

Mar 2008 - Oct 2009 (1.6 years)

Computer Operator

Lakki Marwat, Pakistan

- Preparing daily cash and bank position reports.
- Preparing monthly reports on the sale of scraps for submission to the head office.
- Preparing daily bank vouchers, journal vouchers, cash vouchers, and payment advices.
- Preparing daily dispatch reports.

Top Mountain

Aug 2007 - Mar 2008 (7 months)

MIS Assistant

Karachi, Pakistan

- Preparing daily delivery tickets.
- Preparing monthly party summaries.
- Preparing daily expense sheets.
- Recovering arrears from parties.

References

Dr. Faheem Ullah Wazir | 03339099754

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Mr. Shahid Jamshed | 03339724021

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