ADIL JAVED

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# Profile

To obtain a high position in Marketing Sector in a prestigious environment and hold a responsible position in an organization that best utilizes my experience in Sociological sciences, the highest priorities will be given to such a position in which I can render my services to safe guard humanity from Social Issues/problems & To work for the attainment of sustainable improvements in socio economic, education and the quality of life so that to increase the range of choices open to all.

# Work Experience

**Project Management Officer, Javed Construction Co.Pvt ltd (Peshawar,Pakistan), February 2023 - Present**

Major Responsibilities...

-Establish and maintain Project Controls,keeping the Project Manager aware of projects status.

-Prepare Project Performance reports, Presenting statistics and researching new information.

-Ensure Organizational tasks and carried out efficiently.

-A Professional able to support projects and programs independently,acts as a right hand of project manager / delivery manager.The activities are centralized around resource and work planning & control, budget management, change management and product quality control.

# Tehsil Monitoring Officer , World Health Organization (Mardan, Pakistan), August 2018– January 2023

Major Responsibilities...

-Active involvement in SIA,s

-Pre-campaign activities

-Planning, implementation and advocacy efforts for social mobilization. Active participation in training at UC level.

-Selection of proper Frontline worker for quality work.

-Identification of HR Groups.

-During-campaign activities

-Supportive supervision

-Active reporting

-Clusters/Monitoring

-Na and Refusal Coverage

-Analysis

-Data collection

-Evening meeting

-Post-campaign activities

-Post campaign assessment

-Na and refusal follow-up coverage

-Final Report

-AFP Surveillance

-Support to strengthen routine Immunization

-Perform duties as master trainer,

-Have an ability to train AIC, Team and FCMs.

# Office Assistant, Brother's corporation Pvt ltd Pharmaceutical Industry (Mardan, Pakistan), April 2017 – July 2018

Major Responsibilities...

-Taking calls from customers and delivering messages while also using basic office equipment like fax or scanners.

-Maintian files to keep track of important documents,Organize travel arrangements, manage supply inventory and perform data entry as required.

# Assistant Disaster Risk Reduction Training Officer, Care International Pakistan (Peshawar, Pakistan), August 2016 – December 2016

 Major Responsibilities...

-Support the organisation and facilitation of Disaster Risk Reduction training events at various levels.

-Facilitate the promotion of Disaster Risk Reduction in disaster prone communities.

-Identify and initiate activities to enhance risk reductions skills of targeted communities.

-Facilitate the promotion of Disaster Risk Reduction in disaster prone communities.

-Conduct awareness raising activities on community-based disaster risk management.

# Monitoring Officer, World Health Organization (Mardan, Pakistan), March 2015 – June 2016

Major Responsibilities...

-Active involvement in SIA,s

-Pre-campaign activities

-Planning, implementation and advocacy efforts for social mobilization. Active participation in training at UC level.

-Selection of proper Frontline worker for quality work.

-Identification of HR Groups.

-During-campaign activities

-Supportive supervision

-Active reporting

-Clusters/Monitoring

-Na and Refusal Coverage

-Analysis

-Data collection

-Evening meeting

-Post-campaign activities

-Post campaign assessment

-Na and refusal follow-up coverage

-Final Report

-AFP Surveillance

-Support to strengthen routine Immunization

-Perform duties as master trainer,

-Have an ability to train AIC, Team and FCMs.

# Administrative Officer, Javed Construction Co.pvt ltd (Peshawar, Pakistan), September 2009– November 2012

Major Responsibilities...

-Providing administrative support to an organization, including organizing company records, overseeing department budgets and maintaining inventory of office scheduling and taking care of general clerical task.

# Education

**University of Peshawar, Pakistan, 2012 – 2014**

 - Master in Disaster management (Environmental science).

 **Abdul Wali khan university Mardan, Pakistan, 2009 - 2011**

 - Bachelors in Statistics and Economics.

 **Board of Intermediate and Secondary Education Mardan, Pakistan, 2007 - 2009**

 - Intermediate in (Pre-engineering).

 **Board of Intermediate and secondary Education Mardan, Pakistan, 2006 - 2007**

 **-** Secondary School Certificate in science.

# Professional Qualifications / Achievements and Interests

* CBT (Certificate Based Training) in MS office.
* Certificate of Participation for attended 3 days’ workshop on Management of Safe drinking Water and Sanitation in Rural Areas held at AHKNCRD.
* Certificate of Digital Marketing.
* 1 month training on firefighting in Pakistan civil defense Peshawar.

**COMPUTER SKILLS...**

**-MS Office**

**-Internet browsing & suffering**

**-SPSS software**

**-CorelDraw**

**-GIS Mapping**

**OTHER Skills...**

-Customers service skill.

-Ability to perform general office duties, such as:

-Organizing paper work, filing and basic calculation.

-Work cooperatively in diverse environment.

-Ability to direct the work of others effectively.

-Self-motivated.

-Good cognitive reasoning skills.

**References...**

References are available on request.