


AMIR UL HASSAN

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Career Objective;

"To Attain the heights of professionalism that can make me able to play vital role in achieving team, departmental and organizational goals and ultimately fulfill my learning desires"

Personal Details:

Father's Name:	Ghafoor Hassan
Domicile:	FATA (North Waziristan Agency)
Date of Birth:	March 21, 1986
CNIC:	21506-4407048-7
Passport #:	EX6800481
Marital Status:	Married
Gender:	Male
Religion:	Islam
Nationality:	Pakistani

Education

MBA (Finance) – 2010

Professional Experience

Working as a Social Mobilizer (from 1st Sep-2020 to 31th March 2021 with CTC) (From 1st April 2021 to till Date with PEOPLE)

Purpose

Responsible for implementation of community-based activities including household visits especially focusing on houses with refusals, persistently missed children and zero dose children. They will use inter-personal communication (IPC) techniques with caregivers to encourage them to immunize children. They will also provide communication support to vaccinators and other out-reach workers, especially in case of refusals.

Activities

During campaign

- ❖ Support in Monitoring and supervision of the campaign including teams IPC skills
- ❖ Work closely with polio worker teams/ frontline workers and house to house mobilizer to track and engage with families for maximum coverage of missed children.
- ❖ Participate in supporting and morning of campaign especially the communication work.
- ❖ Participate in evening meeting at Health facilities during campaign days.
- ❖ Provide supportive supervision to teams for IPC Skills.
- ❖ Engage local community and religious influencers to assist in coverage of refusals reported during campaign.
- ❖ Report issues / hard core refusals to UCCSO further action.

In between campaigns

- ❖ Identify high risk groups/ HRMP in assigned area.
- ❖ Keep record of / Update the social profile (institution/ Schools and Madrassa) networks and community- based entry points/ stakeholders' influencers etc.
- ❖ Support updating of the area Micro Plan with social profile data and support UCCSO in updating the UC Social Maps, providing the required information on respective localities.
- ❖ Reach out to local influencers, Mosque Imams, Teachers, Healers, Doctors ect. To actively engage them in all polio campaign awareness activities.
- ❖ Support AIC/ Team training for IPC component.
- ❖ Ensure understanding of refusals through social profiling and Support in addressing cluster of refusals through identified influencers
- ❖ Display and distribution of the IEC material in the assigned area.
- ❖ Support UCCSO in challenge mapping at field area level as and when required.
- ❖ Supervise house to house mobilizers.

Deliverables

- ❖ Update micro-plans with Social Maps and UC profiles
- ❖ Prepare evidence-based UC social mobilization / CE plan and make it part of the UC micro plan
- ❖ Participate in and support UPEC meetings
- ❖ Regularly updated challenge mapping exercise
- ❖ Organize and facilitate locally appropriate communication interventions with participation of the influencers and care givers

Worked as a Area Supervisor (AS) with CHIP (UNICEF) from 15 January 2019 to 31 May 2020

Major Tasks

Pre-Campaign:

- ❖ Support CHWs in proper area / HH / compound demarcation for each CBV worker in his / her area.
- ❖ Supportive supervision of child registration process in the field before campaign.
- ❖ Conduct field validation of micro census after first campaign for assessing work burden and micro census quality.
- ❖ Field validation of micro census before every campaign (30% at UC and 50% at area level).
- ❖ Ensure CBV workers training is conducted prior to every campaign.
- ❖ Support CHWs in the development of micro-plans for CBV workforce inclusive of logistics distribution, training, community engagement, route maps, still missed children tracking data and high risk mobile population movements.
- ❖ Ensure timely data reporting in pre-campaign phases to Unit Supervisor.

Intra-Campaign:

- ❖ Ensure timely receiving of logistics Community Health Worker (CHW).
- ❖ Maintain vaccine record at Area level on daily basis and will return the remaining vaccine vials back to UC store.
- ❖ Ensure all CHW implement extended catch up for vaccination of still missed children inclusive of not available and refusal.
- ❖ Update and maintain a missed children logbook after every campaign at CHW level.

Post campaign

- ❖ Quarterly desk and field Review meeting with CHWs for debrief on the gaps, actions plans, etc.
- ❖ Review of micro census to plug gaps through third party field monitoring. Undertake activities to strengthen routine immunization understanding in the community and bring strategic changes e.g. surveys and behavior tracking.
- ❖ Ensure consistent recording and follow up of zero dose RI children by CBV workers and follow up on outreach activities by local EPI vaccinators.
- ❖ Support in the emergency response to new polio cases and newly infected areas in the district / province.

Worked as a Data Manager (EPI) with DHO Office on contract Bases from 15 September 2017 to 10 September 2019

Roles and Responsibilities

- ❖ Strong coordination & dedication for collection/gathering of raw data from concern EPI staff.
- ❖ Input / update required data in the system with in time and without any delay.
- ❖ Enter and Compile E- DDM data of OPV and other campaign worker.
- ❖ Putting and update routine data on VLMIS and EPI-MIS
- ❖ Updating IDMIS
- ❖ Prepare and Compile Monthly, Quarterly Routine data coverage report
- ❖ Prepare all kind of latters and formats so needed for the office.
- ❖ Perform all other tasks so needed for the office.

Social Mobilizer (COMNet) Project for Polio Eradication Initiative (PEI) in Pakistan with CHIP (UNICEF) from 17 Jne 2014 to 15 Sep 2016

Roles and Responsibilities

- ❖ Monitor and facilitate vaccination team on Interpersonal Communication (IPC) Components.
- ❖ Perform Interpersonal Communication (IPC) and counseling of chronic refusal/ NA Households.
- ❖ Present Communication issues and challenges in daily evening meetings.
- ❖ Hold Community sessions where high number of missed children reported.
- ❖ Assisting Agency Health Management team in developing communication plans.
- ❖ Evaluating activities and identifying areas for intervention in future.
- ❖ Update and maintain a missed children logbook after every campaign.
- ❖ Map and validate administrative data from the 5th to 15th day of the campaign

Assistant Manager Admin and Finance with Omni Technocratic Services Pvt Ltd, G-11 Markez Islamabad from Aug 2013 to June 2014

Roles and Responsibilities

- ❖ To prepare and post all outgoing mail.
- ❖ Day to day management of office petty cash; production of monthly spreadsheets.
- ❖ To assist the Office manager with the inputting of supplier invoices and to produce sales invoices.
- ❖ To assist the Office Manager with the end of month accounts and in the preparation for the end of year audit.
- ❖ To monitor and maintain staff mileage records using Microsoft excel.
- ❖ To provide secretarial and administrative support to the Director.
- ❖ Assisting the Deputy Director in the recruitment of staff and interns.
- ❖ Assisting the Deputy Director in the updating of all policies and procedures.

Computer Operator (Daily Wages bases) with MS DHQ Hospital Miranshah from Feb 2011 to Sep 2012

Roles and Responsibilities

- ❖ Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
- ❖ Provides required technical support for issues such as desktop, printers, hand held devices, scanners etc.
- ❖ Monitor the operation of all systems and hardware
- ❖ Work closely with data entry operators to coordinate processing cycle

Accountant Officer (Part time) with Yucel Turk Construction Pvt Ltd, Hazara University, Mansehra from Nov 2008 to April 2010

Roles and Responsibilities

- ❖ Work with Project Managers on billing verification and collection matters.
- ❖ Accounts receivable, accounts payable, and general ledger posting.
- ❖ Prepare profit and loss statements and monthly closing and cost accounting reports.

Diploma and Certification

Diploma in computer software courses

**New Sargodha Commercial and Computer Collage, Sargodha
September, 2007—February, 2008**

Courses Covered:

MS word, MS excel MS power point, Operating system, Software installation, Fundamental of Computer

Certificate in Accounting Software

**Future Vision Organization (FVO) Peshawar
September, 2010 – December, 2010**

Courses Covered:

Peach Tree, Quick Book

Final Degree Project

Internship

MCB Ltd. Pvt, New general bus stand branch, Sargodha

Major Tasks:

- ❖ Prepare Financial analysis for year 2009, 2010
- ❖ Accounts opening
- ❖ Issuance of D.D, T.T, Clearing
- ❖ Online Transfer of funds

Seminar and Workshop

- ❖ Join 3 days training on "EPI MIS (Management Information System) arranged by PACE TECH with coordination of WHO and EPI.
- ❖ Join one day training program on "5S good housekeeping Japanese best practices" at Hazara University.
- ❖ Join 3 days' workshop on "Effective teaching and research in management sciences" at Hazara university.
- ❖ Join one Week training on Repair and Maintenance of Cold Chain Equipment at Technical training Centre, Islamabad.

Professional Skills

- ❖ MS Office (Power Point, Excel, Word)
- ❖ Use of Internet.
- ❖ Use of Windows 98, 2000, XP, Vista and Windows 7
- ❖ Typing Tips.

Extracurricular Activities

- ❖ Reading course books
- ❖ Play Cricket and Badminton
- ❖ Meeting friends
- ❖ Watching movies

Languages

No	Languages	Reading	Writing	Speaking
1	English	Good	Best	Good
2	Urdu	Excellent	Excellent	Excellent
3	Pashto	Excellent	Excellent	Excellent

References

Dr. Hameed Ullah

EX-District Health Officer (DHO)

North Waziristan

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Mr. Khushdil Khan

DSV

North Waziristan

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Mr. Kamran Khan

Ex-DHCSO

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