

CURRICULUM VITAE

Post applied for: Data Analyst



➤ Personal Details:

Name: ARIF ULLAH
F/name: PAYO QADIR

➤ Contact no:
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➤ Address:

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Village: Chatoon
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➤ Postal Address:

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➤ E-mail.

arifdawar67@gmail.com

➤ Languages:

English, Urdu, Pashto

➤ Date of Birth:

24/03/1988

➤ Gender:

Male

Career Objective:

To become a member of an organization with my fulfill devotion with honesty and competently and my special participation for the growth and development of organization.

Academic Qualification:

- SSC BISE Bannu, KPK.
- HSSC From the same board.
- B.sc (Comp+Maths) UST Bannu Kpk.
- M.A(Urdu) UST Bannu Kpk.

International Certificates:

- NEBOSH International General Certificate occupational in Safety & Health Environment. UK
- IOSH International Occupational Safety and Health Certificate. UK

Professional Diploma:

- Safety Supervisor Technical Training Board Peshawar.
- Quantity Surveyor Skill Development Council Punjab.
- Auto CAD Skill Development Council Punjab.
- B.Ed. Allama Iqbal Open University Islam Abad.
- CT SDC Punjab
- First Aider GTS Abu Dhabi UAE.
- Fire Fighter GTS Abu Dhabi UAE.

➤ Nationality:
Pakistani

➤ Religion:
Islam

Computer Skill:

- MS Excel, MS Word, Power Point, Access, Coral Draw, Outlook, Impage (Urdu) Internet etc.

EXPERIENCES

1: UCCSO with UNICEF for Polio Eradication for 3 years.

Responsibilities:-

1. Community engagements and mobilization sessions about OPV and RI.
2. Conduct corner meetings with refusals, Influencers.
3. Comnet staff management. Attendance and reporting to DHCSO.
4. Preparation of pre Campaign activities.
5. Make NA and refusals coverage pane in post and pre campaign.
6. Facilitation of UC level pre campaign training.
7. To prepare Monitoring & Supervision Plan of Campaign Analysis.
8. Make plane for social mobilization.
9. Update and maintain a missed children logbook after every campaign.
9. Ensure& Monitorall AS implement extended catch up for vaccination of still missed children.
10. Follow up for SMC after campaign.
11. Meeting with RRC for better campaign.
12. Amplimentation.Supervising of OPV+fIPV campaigns.
13. Amplimentation and supporting of RI activities.
14. Completion of UC level daily tasks
15. Collection and supervision of daily tasks
16. Collection of campaign data and compilation on key indicators to generate pre.
17. Intra and post campaigns data and reports
18. Collection and Analysis of campaigns data Monitoring feedback.
19. Community engagement plans for chronic missed children.
20. Gather data on reasons from missed children and develop and implement data driven.
21. Generate and share extended catch-up coverage repor to with the concerned DPCR.
22. Collection of data for campaign planning from UC level for onward submission.
23. Spot check missed children logbook and child registration logbook of the assigned district.
24. As UCO also play the role of Master Trainor.

25. Pre-Campaign trainings on field related topics to the field workers.
26. Lecture on IPC (inter personal communication).
27. BCC (Behavior change communication).
28. Social mobilization and organization.
29. Stages of social mobilization.
30. Routine immunization.
31. Vaccine Management.
32. Desk and field validation of Micro Census before each Campaign.
33. Prepare and update the UC wise Micro Plan before each SIA.
34. Plan and conduct community Engagement Activities at UC Level with Administrator.
35. Monitoring and supervision of Polio Campaign Activities during each SIA.
36. Submission of Campaign activities Data as per timeline to IDMIS.
37. Ensure organization and supervision of post campaign activities during each SIA.
38. Provide on job training on IPC and Data collection tools of the subordinates,
39. Tracking and Tracing of Abroad / other people in COVID-19 Pandemics.
40. Ensure consistent recording and followup of zero dose RI children by CBV workers and follow up on outreach activities by local EPI vaccinators.

2: Computer Operator and PRO with RGT company for 2.5 years Abu Dhabi (UAE).

Responsibilities:

- 1: collection Data of HR
2. Selection of related work HRs
3. HR approvals
4. Renewal of Vehicles licenses
5. Renewal of workers agreements
6. Provision of HR data
7. Government related works
8. Manpower selection and approval
9. Budget analysis
10. Work analysis
11. License renewal
12. Renewal of guerage license.
13. Approval and renewal of visa.

3: 2 years Hygiene Promotor with PRDS.

Responsibilities:-

1. Community engagements and awareness sessions in community about different kind of diseases of prevention and control.
2. Social mobilisation about different diseases
3. Collection of community data
5. Helping data separation
7. Planting sessions
9. Cleaness sessions
10. Hygiene awareness sessions
11. Helping of poor peoples
12. Provision of water to community
13. Construction of letrines
14. Construction of arrigation channels
15. Construction of streets

4: 4 years Teacher in Gov and Public Shools

Major subjects:

1. Mathematics
2. Pak study
3. Islamyat
4. Urdu

4: 6 months AS wih CTC in CBV.

Declaration:

I hereby declare that information furnished the above is true and correct to the best of my knowledge and belief.