

CURRICULUM VITAE

Post applied for: Data Assistant



► Personal Details:

Name: **ARIF ULLAH**
F/name: **PAYO QADIR**

► Contact no:

0336 634 99 44
0306 634 99 44

► Address:

Qum: Hamzoni
Village: Chatoon
Teh/P: Miran Shah NWA.

► Postal Address:

Al Hafiz cosmetics shop no:22
pakistan market miran shah
NWTD.

► 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.
- 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 from 2018 till now.

Reposibelities:–

1. Community engagements and mobilization about deadly 12 diseases.
Comnet and CBV staff management. Attendance and repoting to AHCSO and DHCSO.
2. Amplimentation. Suppervising of OPV campaigns
3. Amplimentation and supporting of RI activities
4. Follow up with CBV and Comnet staff for required data
5. Completion of UC level daily tasks
6. Collection and supervision of daily tasks
7. Collection of campaign data and compilation on key indicators to generate pre. Intra and post campaigns data and reports
8. Collection and Analysis of campaigns data. Monitoring feedback
9. Collection and analyses of campaign data, monitor feedback from Area Supervisors and generate daily during campaigns.
10. Guide and on job trainings of staff on different type of reporting tools.
11. Ensure timely submission of periodic reports including detail epidemiological Investigation form for urgent AFP and polio cases.
12. Maintain close liaison with DPCR data operator for two way data flow.
- 13 Generate and share extended catch-up coverage report from DSC dataset with the concerned DPCR. Collate and relay CBV dataset as per DSC SOPs.
14. To work as focal person for DSC correspondence and follow-up with field staff.
15. Collection of data for campaign planning from UC level for onward submission.
16. Maintain the data of social characteristics of polio cases of the respective district.
17. Spot check missed children logbook and child registration logbook of the assigned district. As UCO also play the role of Master Trainor
18. Imparting training on the following topics to the field

workers.

19. Pre-Campaign trainings on field related topics to the field workers
20. Lecture on IPC (inter personal communication).
21. BCC (Behavior change communication).
22. Social mobilization and organization.
23. Stages of social mobilization.
24. Routine immunization.
25. Vaccine Management.
26. (PEI / EPI / POLIO Programmes) During working with CTC and COM.Net I was responsible for the following responsibilities.
27. Desk and field validation of Micro Census before each Campaign.
28. Prepare and update the UC wise Micro Plan before each SIA.
29. Plan and conduct community Engagement Activities at UC Level with Administrator,
30. Army Officers, Elders/Maliks and Refusal Families of the society.
31. Ensure CBV workers CHW/FCWs and AS Training prior to every campaign.
32. Monitoring and supervision of Polio Campaign Activities during each SIA.
33. Submission of Campaign activities Data as per timeline to DSC and IDMIS.
34. Ensure organization and supervision of post campaign activities during each SIA.
35. Ensure timely receiving logistics for campaign distribution and maintaining record.
- 36 Brief UC team on Routine Immunization status and submission of defaulter list.
37. Provide on job training on IPC and Data collection tools of the subordinates,
- 38 Tracking and Tracing of Abroad / other people in COVID-19 Pandemics.

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

Responsibilities:

- 1: collection of Data
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

2: 2 years Hygiene Promotor with PRDS.

Reposibilities:-

1. Community engagements about 12 diseases and Polio. Routine Immonization
2. Social mobilisation about different diseases
3. Hygiene sessions
4. Awareness about different diseases
5. Collection of community data
6. Helping data seperation
7. Hygiene sessions
8. 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

Declaration:

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