



Atif Naeem Ullah

Union Council Communication Supporting Officer
at People training & Consulting Company

I am seeking employment with a company where I can grow professionally and personally. I seek challenging opportunities where I can fully use my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication.

Strengths & Skills

- ✓ Microsoft Office
- ✓ Time Management
- ✓ Task Management
- ✓ Health Care
- ✓ Multitasking
- ✓ Quality Management
- ✓ Communication Skills
- ✓ Team Building
- ✓ Administrative Skills
- ✓ Supervisory Skills

Experience 12 years

MicroMerger (Pvt.) Ltd. Data Liaison Officer	5 months	Jan 2024 - Present
PEOPLE Pvt. Ltd. Union Council Communication Supporting Officer	2.8 years	Mar 2021 - Dec 2023
Chip Training&Consulting Co Union Council Communication Supporting Officer	1 month	Jan 2021 - Feb 2021
Chip Traning & Consulting Company Union Council Polio Officer	2 years	Feb 2019 - Feb 2021
World hralth Organization Union Council Polio Officer	5.9 years	Feb 2013 - Jan 2019
Chip Training & Consulting Company Union Council Communication Officer	1.2 years	Nov 2011 - Jan 2013

Projects

Polio Eradication Initiative (World hralth Organization)
<https://polioeradication.org>

Work History

MicroMerger (Pvt.) Ltd.	Jan 2024 - Present (5 months)
Data Liaison Officer	Lahore, Pakistan
Duties and Responsibilities	
<ul style="list-style-type: none"> • Prior to the campaign, the District Liaison Officer (DLO) will obtain data from the field for COMNet and will be responsible for entering this data into the COMNet database. • The DLO will maintain a continuous link with the field, ensuring the data is set correctly. Any issues identified in the COMNet data will be rectified by the DLO and updated in the COMNet database. • On a daily basis, the DLO will communicate with the ICIMS office, sharing any updates made in the COMNet field. • The DLO will review the COMNet data and, based on guidance from the ICIMS office, will select UCs (Union Councils) for validation. For the validation of UCs, the DLO will use CE activities and refusal data as the foundation or basis. • Keep close communication with field staff for timely receiving data from field. • Inform concerned person if there is any delay in data receiving or error in data. • Update on daily basis for data status. • Inform CRO if there is any issue in field which can create backlog so timely action can 	

Contact Info

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Lahore, Pakistan

Academics

MBA | 2017
Lahore Leads University, Lahore

B.Com | 2010
University of the Punjab, Lahore

I.com | 2007
BISE, LAhore

Mattric | 2005
BISE, Multan

Certifications

Effective Facilitation Skills
UNICEF
February 2015 - February 2015

Leadership & Management
UNICEF
March 2012 - March 2012

Awards

- CERTIFICATE OF MEMBERSHIP | 2024
- Certificate of Prevention of sexual exploit ation and abuse | 2024
- Outstanding Performance | 2023
- Certificate of Appraciation | 2013

Industries

- Healthcare/Hospital/Medical
- administration

Functional Areas

- Health & Medicine
- Administration

Languages

- Punjabi - Native
- Urdu - Native
- English - Medium

Hobbies

- Tourism
- Listing songs

be taken to minimize the backlog.

- Make a check and balance for data quality and accuracy.
- Communicate to senior management through emails regarding project updates and reports.
- Maintain and update reports on time required by authorities for sharing to officials.
- Any report preparation ordered by authorities.
- Perform any other assignment given by the authorities.

PEOPLE Pvt. Ltd.

Mar 2021 - Dec 2023 (2.8 years)

Union Council Communication Supporting Officer

Lahore, Pakistan

Work duties: Planning : In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro-plans of the highest quality. Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO). Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation. Ensure influential religious leaders, elders, etc. are included in team micro-plans. Assist in preparation of SM work plan and IEC activity plan for the respective areas. Ensure inclusion of SMs' names in the UC micro-plan. Participate in UPEC meetings and support development and implementation of UC social mobilization plan
Implementation & Monitoring (Mapping) : Create and manage a network of reliable 'informers' with contact details of incoming migrants / labourers, nomads, temporary slum dwellers, etc.in all revenue villages of the UC. List congregations that require interventions and mobilize leaders in co-ordination with MOIC. Identify religion / cultural belief system / behaviours and accordingly use this to feed into communication material / strategies and planning. Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly. Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI. **Leading and Supervising for Social Mobilization :** Support Social Mobilizers (SMs) in creating awareness and educating the community about on-going activities for polio eradication and routine immunization. Identify, recruit, train (build capacity of SM's on skills, effective counselling such as partnership building, planning etc.) and supervise social mobilizers in high risk areas (HRAs). Facilitate SM Induction Trainings as well as all Refresher Trainings with the help of Line managers. Provide exhaustive field orientation and on-the-job training to SM's.

Chip Training&Consulting Co

Jan 2021 - Feb 2021 (1 month)

Union Council Communication Supporting Officer

Lahore, Pakistan

Work duties:

Planning :

- In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro-plans of the highest quality.
- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO).
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans.
- Assist in preparation of SM work plan and IEC activity plan for the respective areas.
- Ensure inclusion of SMs' names in the UC micro-plan.
- Participate in UPEC meetings and support development and implementation of UC social mobilization plan

Implementation & Monitoring (Mapping) :

- Create and manage a network of reliable 'informers' with contact details of incoming migrants / labourers, nomads, temporary slum dwellers, etc.in all revenue villages of the UC.
- List congregations that require interventions and mobilize leaders in co-ordination with MOIC.
- Identify religion / cultural belief system / behaviours and accordingly use this to feed into communication material / strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI.

Leading and Supervising for Social Mobilization :

- Support Social Mobilizers (SMs) in creating awareness and educating the community about on-going activities for polio eradication and routine immunization.
- Identify, recruit, train (build capacity of SM's on skills, effective counselling such as partnership building, planning etc.) and supervise social mobilizers in high risk areas (HRAs).
- Facilitate SM Induction Trainings as well as all Refresher Trainings with the help of Line managers.
- Provide exhaustive field orientation and on-the-job training to SM's.

Chip Training & Consulting Company

Feb 2019 - Feb 2021 (2 years)

Union Council Polio Officer

Lahore, Pakistan

Work duties:

UC level duties:

- 1) Assist the Polio teams
- 2) Prepaid the Micro plans

- 3) Supervision of Polio teams in campaigns
- 4) look the administrative issues
- 5) Manage and Conduct the Pre, during and Post campaign activities
- 6) Ensures administration and implementation of HR strategies and policies at UC level.

Routine Immunization (EPI) duties:

1. Prepared the monthly plans with UC vaccinators.
2. Prepared the monthly reports of UC routine immunization reports.
3. Conducted the EPI clusters on monthly basis.
4. Checked and maintained the routine immunization vaccine record on UC basis.
5. Attend the monthly meeting of vaccinators at town level.

World Health Organization

Feb 2013 - Jan 2019 (5.9 years)

Union Council Polio Officer

Lahore, Pakistan

AFP Surveillance and Stool sampling duties:

1. Conducted AFP surveillance activities in Fatima Memorial Hospital.
2. Facilitate my PEO in Fatima Memorial Hospital for AFP surveillance.
3. Informed the PEO in time about AFP case and facilitate the PEO for Case investigation.
4. Conducted the AFP session in Fatima Memorial Hospital with the guidance of my PEO.
5. Doing AFP surveillance at UC community based clinics, Hospitals.
6. Take a stool sample of AFP cases from Fatima Memorial Hospital and from my UC community.
7. Changed the Ice packs in time during stool sampling period.
8. Submitted the stool sample in district store room in time.

Routine Immunization (EPI) duties:

1. Prepared the monthly plans with UC vaccinators.
2. Prepared the monthly reports of UC routine immunization reports.
3. Conducted the EPI clusters on monthly basis.
4. Checked and maintained the routine immunization vaccine record on UC basis.
5. Attend the monthly meeting of vaccinators at town level.

Focal Person duties:

1. Appointed the Focal Person of DGBT Town Lahore.
2. Collect the all town UCPOs monthly reports and compile the reports at town level.
3. Analysis the UCPOs monthly reports and send to Lahore WHO officers.
4. Collect the UCPOs reports of pre, during and Post-Polio Campaign reports.
5. Analysis the UCPOs campaign reports and submitted in the Lahore WHO officers.
6. Maintain the UCPOs leave and attendance record and shared with the Lahore WHO officers.
7. Coordinate with town and district regarding Polio reports.
8. Conduct and make a plan of Polio campaign training plans with town.

Chip Training & Consulting Company

Nov 2011 - Jan 2013 (1.2 years)

Union Council Communication Officer

Lahore, Pakistan

Work duties:

1. Aware to public about polio
2. Assist the Polio teams
3. Prepaid the Micro plans
4. Supervision of polio campaigns
5. Look the administrative issues

Projects

Polio Eradication Initiative

Nov 2011 - Present (12.6 years)

Company: World Health Organization

<https://polioeradication.org>

References

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