

BARKAT ULLAH



Male



0310-2111312



01/01/1986



inam.lm2000@gmail.com



Frontier Model High School Mohalla Saeedkhel Tehsil and District Lakki Marwat, Kpk, Pakistan

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

DIT

- 2018

Marks: 1150/1400, 1st Division

M.BA(HRM)

- 2012

CGPA: 2.34/4.00, 2nd Division

B.Com

- 2006

Marks: 720/1400, 2nd Division

D.Com

- 2004

Marks: 791/1400, 2nd Division

S.S.C

- 2001

Marks: 540/850, 1st Division

work experience

Union Council Communication Support Officer, Professional Employees Private Limited

15 FEB 2018 - PRESENT

Job Responsibilities

- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)

Skills

Communication:

Leadership

Problem solving:

Time management

Active listening:

Decision-making

Attention to detail:

Critical thinking

Project management

Teamwork

Collaboration:

Work Ethics

Computer Proficiency:

Ms Office Suite

CERTIFICATES

- Computer Short Courses
- DIT & Office Automation short course

SEMINARS

- Time & Stress Management Seminar
- Risk Management

- 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 SMS' work plan and ensure inclusion of SMS' names in the VC micro-plan
- Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under vaccination status, as well as migration patterns and practices.
- To ensure communication and social mobilization planning is included in UC micro plans of the highest quality.
- Support in micro planning, including determining best timings (flexible) for vaccination activities.

Union Council Communication Support Officer, Chip Training and Consulting

- 2 YEARS

Job Responsibilities

- Supporting Micro Plan preparation, Attending UPEC Meetings at UC Level.
- Monitoring and Supervision of the teams and Area in charges, facilitating teams and Area in charges training at UC and district level, UC level Social profiling and maintaining missed children logbooks.
- Data compilation and analysis.
- Supporting EPI staff in conducting EI and COVID-19 sessions.
- Conducting Community engagements and School awareness sessions for awareness raising regarding importance of EI, Polio and COVID-19.

Social Mobilizer, CHIP Training & Consulting - Pvt Ltd

- 7 MONTHS

Job Responsibilities

- To encourage and stimulate community members to organize for action aimed at solving their problems and to plan, implement and monitor action that they define themselves.
- To provide community leaders with management skills and knowledge in getting community members interested, organized and motivated.
- Area level Social Profiling & Maintaining Logbooks.
- Awareness rising by conducting data based dialogues in the community with the support of local influencers and local bodies.
- Supporting EPI staff in conducting EI sessions.

Office Assistant, Frontier Model High School Lakki Marwat, Mohallah Saeed Khel

3 MARCH 2012 - 14 JULY 2017

Job Responsibilities

- Handling incoming calls and other communications.
- Managing filing system. Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.

CAREER OBJECTIVE

- English
- Urdu
- Pashto
- Punjabi

EXTRA CURRICULAR

- Playing Badminton
- Traveling
- Reading Books

REFERENCE

References available upon request