

# BILAL KHAN



Position	Call for Applications (CFAs) - Data Collector (Daily)
Organization	UN-IOM
Total experience	4 years 8 mons
Relevant experience	5 years
Expected Salary	80000 PKR
Expected start date	Apr 01, 2024
Application date	March 10, 2024 03:23

## Personal Information

First name	BILAL	Last name	KHAN
Email	bilalshabikhail@gmail.com	Date of birth	Sep 14, 1993
Contact No#	03400773629 , 03400773629	Gender	Male
CNIC #	12101-5233222-3	Domicile City	South waziristan tribal district
Country	Pakistan	City	Islamabad
Address	Wapda colony H-8/2 Islamabad		

## Cover Letter

Bilal Khan

H-8/2

Wapda colony Islamabad

Email: bilalshabikhail@gmail.com

Cell: +92-3400773629, +92-3361160389

Date: [7/8/2023]

To the Hiring Committee,

I am eager to contribute my proven project assistance and community mobilization expertise to [UN-IOM]. With a demonstrated track record in driving impactful change, I am excited about the opportunity to align my experience with your mission.

At People/UN-IOM, I've played an active role in the HRRU Project since June 2022. My responsibilities include data collection and management for ILA and MPCA initiatives, conducting market assessments, and fostering community cohesion. This role has honed my skills in maintaining accurate data for effective M&E activities.

Beyond this, I've been instrumental in supporting Afghan refugees in Islamabad and Rawalpindi, addressing their unique needs and promoting community integration. Additionally, I led efforts to aid flood-affected communities in Dera Ismail Khan, overseeing the construction of 500 crucial facilities, facilitating financial support for business recovery, and actively contributing to meaningful relief efforts.

My tenure as a Social Mobilizer at CERD reinforced my commitment to community empowerment. Under the CESVI-USAID-funded Wash and Livelihood Project, I mobilized communities, formed organizations, and ensured efficient resource use and beneficiary selection.

Armed with an MBA from Gomal University and a Bachelor of Arts in Political Science, I possess both academic grounding and practical skills. Proficiency in MS Office enables me to manage diverse tasks effectively, even under pressure.

Fluent in English, Urdu, Saraiki, and Pushto, I communicate adeptly with diverse stakeholders. My hands-on experience and impactful contributions make me an excellent fit for [UN-IOM].

Thank you for considering my application. I anticipate discussing how my experience aligns seamlessly with your organization's mission.

Sincerely,

Bilal Khan

## Education

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**GOMAL UNIVERSITY**  
MBA HONS (3.27 CGPA)  
Finance  
2016 - 2020

**GDC NO#3 DERA ISMAIL KHAN**  
BACHELORS - 14 YEARS (247/550)  
Bachelor of Arts  
2014 - 2016

**GDC NO#3 DERA ISMAIL KHAN**  
INTERMEDIATE (576/1100)  
Pre engineering  
2012 - 2014

**ARMY PUBLIC SCHOOLS AND COLLEGE**  
MATRICULATION (590/1050)  
Science  
2009 - 2011

## Experience

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**UN-IOM**  
PROJECT ASSISTANT  
2022 - 2023

Support the implementation activities (Collecting and compiling data and records) for ILA and MPCA. Conducting market assessments and follow-up on the community beneficiaries Developing coordination mechanisms and facilitating orientation sessions with relevant stakeholders and community leaders. Facilitating and coordinating social cohesion and community engagement activities. Compilation of quantitative and qualitative updated data for M&E activities.

**NTDC**  
ASSISTANT ADMIN  
2021 - 2021

I work as an internee Assistant Admin. My responsibilities are to Maintain record, Organizing meeting for Administrator, Manage account and bookkeeping.

**PRIME FOUNDATION**  
PROJECT ASSISTANT/CHNW  
2019 - 2020

I work as CHNW/Project Assistant. My responsibilities are to conducting need assessment of locality, conducting meeting with the local community people, developing coordination mechanisms with concerned agencies, completion of qualitative and quantitative updated data, Making feasibility for health facilities in respective area, Maintain project records, including preparing invoices, memos, financial statements, and project reports. Conduct project-related research, compile data, and prepare reports to present to project managers, executives, and the board of directors. Read incoming memos and reports to determine their level of importance for the project and distribute them accordingly.

**J'S BANK**  
INTERNEE  
2018 - 2018

I work as an internee in J's bank Dera ismail khan. My responsibilities are to maintain account's.

**BISP**  
DATA COLLECTOR  
2017 - 2017

Collection of data of D.I.Khan for livelihoods and youth enterprises. Worked in D.I.Khan. Identification of beneficiaries. Finalization of beneficiaries for employment generating activities. Assisted Affecters in getting computer registration & legal aid, 100% coverage of the whole district. Close coordination with the local community. Ensuring facilitating the whole community at their door step. Making the mapping of the whole district by using GPS coordinates. Sending of the collected data to the BISP software on daily basis, Reporting to the Team Leader.

**CERD**  
SOCIAL MOBILIZER

## 2016 - 2016

Responsible to mobilize target communities for their involvement in project activities and facilitate the community in the formation of community organization ensuring their roles will contribute in the overall goal achievement of the project. Social cohesion activities for the effective use of the community resources and process of beneficiaries identification and final selection as per agreed in the approved proposal.

## Skill

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### Diploma of information technology

Excellent

Last used Sep 29, 2012

My skills are proficient in use of Ms office application, proficient in use of internet, internet surfing, good communication and listening skills, problem solving, team player, talent to handle multiple priorities, work under pressure, conducting survey.

## Certification

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DIT From (Computer learning center)

002635 - 2012-09-28

Proficient in use of Ms office, proficient in use of internet.

## References

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Atta Ullah

National Program Manager *at* Un-Iom (1 years)

Professional

attaullah@iom.int

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Muhammad Ali

Consultant *at* Uniom (1 years)

Professional

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