**COVERING LETTER**

**Respected Sir**,

Sir,

With most respect I beg to state that I came to know through reliable resources that there is a post of "A/Head of the Deparmnt Musakhail( **District Coordinator vacancy**)0therunder your kind control. As, I meet the required qualification & experience and see myself fully qualified for the said post, I am offering my services for this position.

Kindly Sir Looking forward to be shortlisted

**Best Regards:**

**Bismillah**

***03355819246***

***03326220937***

**Bismillah . ****

F/Name. Zabtoo khan

Date of Birth. 24-03-1996

CNIC #. 56304-84442315

Qualification M. A.Political Science

Local. Musakhail (Baluchistan).

Marital Status. Unmarried

Cell # 03355819246

03326220937

Home Add: Asif Abad Colony, Musakhel Bazar, Musakhel, Balochistan

Postal add: M Asif Photostate Near NBP Bazaar & District Musa Khail

Email Add: Bkmusakhail@gmail.com

***OBJECTIVE:***

To work in an environment where more emphasis is made over creativity for sustainable development of the communities with special emphasis on exploring local resources including human resources to prepare the community to compete the challenging environment.

***QUALIFICATION: (Academic/Professional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **EXAM PASSED** | **YEAR** | **INSTITUTION** |
| **1** | **M. A (Pol Science)** | **2020** | **University of Balochistan Quetta.** |
| **2** | **B. A** | **2018** | **University of Balochistan Quetta.** |
| **3** | **F. A** | **2015** | **BISE, Quetta** |
| **4** | **S. S. C (Sc)** | **2013** | **Federal Board Islamabad** |

***1.*ORGANIZATION*:***

***.*NNS ( National Nutrition Serves)**

Job Title.. Data Collection All UC District Musakhail

Duration: 3jun(2019) to 30 Dec2019

|  |
| --- |
| ***Responsibilities.*** |

. Area Selection ,

.Field Monitoring,

. Team Facilitation,

. Data Collection ,.MuAc.Weight.&Height

**2.ORGANIZATION**

*.* **Health Department Government of Balochistan**

Job Titale: staff Male Nurse**(on Contract Bas)** (bps-16) DHQ Hospital Musakhail

**Duration: 7th July 2018 to 30 sep2023 on Contract Bas**

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| ***Responsibilities.*** |

.A nurse is a medical professional who provides general patient care and triage.

. Nurses usually work with a team of other medical professionals, such as physicians and other healthcare specialists.

.Nurses can work in a wide variety of environments, including:

**3\*ORGANIZATION*:***

**Balochistan Nutrition Directorate Health Department in Collaboration With UNICEF**

Job Title.. OTP INcharg DHQ Hospital Musakhail

Duration: 27 Dec 2022 up to Date

|  |
| --- |
| ***Responsibilities.*** |

OTP Incharg

Data Collection ,.MuAc.Weight.&

CMAM ,MIYCN,MIS Tool and BCC/IPC

**4.ORGANIZATION**

* **APEX Consulting Pakistan / Polio Monitoring (PCM)(LQAS)**

Job Title: **Area Field Officer**

**Duration: 14Nov (2015) Dec 2017- 17Jan 2020 to 28Jan 2021**

***Responsibilities.***

I was responsible for Supportive and Active supervision of their enumerator teams. Reviewed assigned field areas and prepare an efficient route. Maintained record sheets with locations and number of questionnaires filled and uploaded to server. Maintained log sheets, recorded qualitative responses and lesson learned, record of replaced villages. Ensured implementation of brainstorming sessions with the members of the team, highlighting key issues and trends, as per guidelines provided by APEX. Maintained record sheets with locations and number of questionnaires filled and uploaded to server. Made mobility plan with consultation of enumerators, assigning of villages to enumerators. Did Close coordination with field staff, divisional coordinators financial manager, logistic assistant. Made sure logistic arrangements for field. Ensured kits for field. Made sure availability of his contact numbers. Ensured per group target is achieved. Cooperated with field teams and avoid unnecessary acts. Reviewed of completed forms. Recorded of financial sheets and hard vouchers. Ensured security of field team, forms and equipment. Assignedcodesto allenumerators.Ensured equity-baseddistribution ofwork. Ensureddata is punched in ODK before ---- the cluster. Ensured quality of data. Made sure data report to Zonal Field Officer. Collectedhardforms and madesure softforms/data is uploaded. Report hourly based progress to Zonal Field Officer about clusters. Submitted hard data and devices to zonal offices at the end of field. Maintained record sheet over key issues highlighted during the regular brainstorming sessions with the members of the field teams. Ensured timely organization of field work, including: proper organization of enumerators, pre-arranging of village visits and arrangements for data collection on devises and uploadin

Area Selection ,

Field Monitoring,

Team Facilitation,

Data Collection , polio Campaign

Reporting.

***5 ORGANIZATION:***

***\**NCHD (National Commission for Human Development)**

Job Title. Markaz Coordinator.

Duration: 1st March (2010) to1st March (2013)

***Responsibilities.***

* Area profile making.
* Area clustering.
* Preparing of Detail Implementation Plan.
* Social mobilization.
* Conduction of broad base community meetings (BBCM).
* Identification of Volunteers through SMP.
* Influential meetings
* Enrollment campaign to enroll the out of school children
* School visits
* Students assessment
* Filling of RR1
* Providing Facilitation to Feeder Schools
* **6.ORGANIZATION*:***
* **BRDRS (Balochistan Rural Development &Research Socaity*)***

Job Title: Store Keeper

Duration 10 Jun (2013) to 20 Feb (2015)

***Responsibilities.***

Responsible for store and also for store control .

To keep watch full eye on the movement of the materials with a view of control the materials in the stores

Better maintenance of store .

To receive the materiel from provincial unit at the time of receipt of material to see that the material have been sent by supplies on the bases of demand .

Should be allotted to each and every items.

To keep the material in store on safe custody unless the quality may deteriorate loss of material may be possible.

To record the receipt and issue of material in the respective bin card regularly.

To received the requisition and issue material from the store .

Must be coordinate and supervise the duty of the staff under my control.

* ***7* ORGANIZATION**
* **Balochistan Rural Supports Program (NSER-RSPN*)***

Job Title Field Enumeration Supervisor

Duration: 24 Dec 2018 to 31 Dec 2019

***Responsibilities.***

DataCollection

Area Selection,  
Area profile making,  
Team Facilitation,  
Supervise all type of field work. like back check shadowing and spot check,  
Trained all field staff regarding field activities,  
Collect data from enumerators and send to server,   
Ensure all field enumerators in field,   
Reporting.

**COMPUTER & OTHER SKILL.**

MS office (Word, Excel, Power Point).

Dealing with all kind of Internet application.

All kind of installations

Internet Surfing

Community mobilization skill.

Report Writing Skills

&

Active Volunteer for all organizations working on Human Development.

**TRAININGS:**

:

1. Organized by: BEEJ (PPAF)

Theme: Social Mobilization.

Location: Islam Abad.

Duration: 4 Days.

1. Organized by: NCHD

Theme: Quality Education

Location: Quetta.

Duration: 6 Days.

1. Organized by: NCHD

Theme: CAPACITY BUILDING OF FEEDER TEACHERS

Location: Quetta.

Duration: 5 Days.

1. Organized by: WESS

Theme: Human Rights

Location: Musakhel

Duration: 02 Days

1. Organized by: Nutrition

Theme :. Nutrition

Location : Musakhel

Duration : 02 Days

**LANGUAGES:**

Can Read, write and speak fluently the following languages.

* English
* Urdu
* Pashto
* Balochi

**REFERENCE:**

1: Dr. Nadar Khan Essote

MS; DHQ MKL

Cell: 03318038024

2:Abdul Manan

District Program Manager (BRDRS)

Cell #0333-7715506

3: Kaleem Ullah

Literacy Coordinator (NCHD)

Cell # 0333-8324490

4: Sher Baz Marri

Zonal Field Manager ( APEX)

Cell # 0333-7872773

5: M Ismail Mastoi

District Program Manager (BRSP)

Cell # 0333-2062202

6: Shair Baz Khan

District Cordinator Nutration Program

Cell: 03333361565