

FAZAL ULLAH



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Present Address: Vill: Ghurghurai, Tehs: Sarwekai, South Waziristan Tribal District Upper
Permanent Address: Vill: Ghurghurai, Tehs: Sarwekai, South Waziristan Tribal District Upper

CAREER OBJECTIVES

I am a dynamic professional with ability to work in challenging positions, a team member who has convincing communicative abilities and desire to excel in the profession. I want to work with the organization, where I can excel by utilizing my potential and broaden my horizon by complimenting the theoretical knowledge with practical experience of the professional life and contribute to the growth of my prospective employer and myself.

PERSONAL STATEMENT

Hard work is the key to success.

Devotion is the key to success.

To devote myself for the "**Service of Humanity**" will be my axis to be rotated over.

HINTS:

- **Education:** Master degree in History as well as MCITP & CCNA, Safety & Health.
- **Experience:** 11 years; respectively in Health (DEO with MERF, Area Supervisor in Polio Eradication Initiatives with CTC, UNICEF) , Teaching, Managing institute, Salesman.
- **Computer skills:** Has good knowledge of Networking, Designing, Ms. Office, Internet, Hardware.
- **Good communication skills:** speaking, listening, writing, in Urdu, Pashto and English.
- **Awards:** Good Performance at Field by Aidan O'Leary from NIOC Islamabad, Recognition Certificate by MERF and Best Teacher from SSS School Peshawar.

EXPERIENCE DETAILS

HEALTH

MERF (MEDICAL EMERGENCY RESILIENCE FOUNDATION) (2 & Half Years)

ORGANIZATION	DESIGNATION	FROM	TO
MERF (Dist. Headquarter Hospital Wana, SWTD)	Data Entry Operator	Oct. 01, 2022	Till to Date
MERF (Tehs. Headquarter Hospital Sarwekai, SWTD)	Data Entry Operator	Nov. 26, 2020	Sep. 30, 2022

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Responsibilities/Accountabilities:

- Maintaining and working on **EMRS** (Electronic Medical Record System)
- Insert patients data and issue OPD slips
- Compile, verify accuracy and sort information according to patients prepare source data for computer entry
- Collect data from all departments in hospital
- Insert all data in soft for official record
- Organize data to make monthly reports
- Submission of monthly report to Data Manager
- Review data for deficiencies or errors, correct any incompatibility if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply data with integrity and security policies
- Ensure proper use of office equipments

POLIO ERADICATION INITIATIVES (3 YEARS)

ORGANIZATION	DESIGNATION	FROM	TO
Chip Training and Consulting	Area Supervisor	Since Jan. 6, 2016	Oct. 31, 2019

Responsibilities/Accountabilities:

- Monitoring, Social Mobilization and Supervision
- Micro plan , Supportive Supervision and Security Briefing
- Planning, Leading and supervising for social mobilization
- Providing on job Training on IPC and data collection tools and occasionally briefing CHW
- Mosque Announcements
- Meeting with the committee (which firstly established by me in area) for coverage of Refusals
- Ensuring Catch-up Days and Tracking Days
- Vaccine Distribution, Vaccine Management and Cold Chain Management
- Relating and networking (Community Meeting and Engagement Sessions).
- Planning and Organizing.
- Implementation , Supervision and Monitoring of Polio campaign
- Data collecting(compilation) and Data Submission
- Greatly working upon Community Health Workers to get better than better their IPC skills.
- Output
- AFP Surveillance

Polio Eradication Initiatives ('2005' 5 Campaigns)

As a member of team vaccinating children for 5 irregular campaigns with WHO in 2005

Polio Eradication Initiatives (July 2020)

As a Team Leader with Health and WHO

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TEACHING EXPERIENCE (AUG 2009____DEC 2015)

ORGANIZATION	DESIGNATION	FROM	TO
New Iqra Public High School and College WANA, SW TD.	English Teacher	March 2014	December 2015
Success School System Shaheen Town, Peshawar	English Teacher & Vice Principal	January 2012	November 2013
Abdali Public High School WANA, SW TD	English Teacher	August 2009	December 2011

Responsibilities/Accountabilities:

- Teaching
- Grouping students for activities in school
- Arrangement for debating and fare-well functions
- Preparing students for stage performances and external competitions
- Preparing for ETEA and Federal Tests
- Administration
- Composing Office Related Work (ORW)

MANAGERIAL EXPERIENCE: (2 YEARS)

ORGANIZATION	DESIGNATION	FROM	TO
Muslim English Language and Computer Learning Center WANA SW TD.	Manger & Instructor	March 2014	December 2015

Responsibilities/Accountabilities:

- Managing classes, short courses, diplomas and teachers.
- Teaching English Language and Computer Applications
- Arranging functions like *Face To Face Program, Parents Day, Fare-Well Party, National Days*
- Providing tutors for Home tuitions
- Composing skills for learning students
- Enabling the in-students for teaching with 40% salary

Salesman: (Mar 2009____Jul 2009)

- ❖ The product of shoes which was supplied to the local shopkeepers by order

ACADEMIC QUALIFICATION

S. #	Name of Degree	Year	Division & Roll No.	Board/University
1	SSC (Science)	2005	1 st Divs./71544	BISE Bannu
2	HSSC (Pre-medical)	2008	2 nd Divs./3783	BISE DI Khan
3	B.A (English Literature)	2010	2 nd Divs. /4166	Gomal University
4	B.A (Add. Sub. History)	2011	2 nd Divs. /1658	Gomal University
5	M.A (History)	2018	2 nd Divs./2203	Gomal University

LINGUISTIC SKILLS

Language	Speaking	Listening	Writing	Reading
Urdu	Excellent	Excellent	Excellent	Excellent
Pashtu	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

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COMPUTER SKILLS

MICROSOFT OFFICE

Ms. Word, Ms. Excel, Ms.
PowerPoint, Ms. Access
Internet
Simple Hardware

DESIGNING

Adobe Photoshop
Corel Draw
Macro Media Flash

CERTIFICATIONS

NETWORKING

MCITP: Microsoft Certified IT Professional
CCNA: Cisco Certified Network Associate
CCNP (Route): Cisco Certified Network Professional
CCNP (Switch): Cisco Certified Network Professional

SAFETY & HEALTH

OSHA: Occupational Safety & Health Administration (USA)
IOSH: Institute of Occupational Health & Safety (UK)
AOSH: Administration of Occupational Safety & Health (UK)
Certificate Verification Code: **214895-207-353-24a3366a**
Verification Website: <https://app.oshacademy-atp.com/verify>

English Language IRC

Intercom Series, Advance Series

TRAININGS

Education

- **Six Days** teaching training on modern & old teaching methodologies and education system of Pakistan compared to Foreign Advanced Countries at Modernage School & College Abbottabad, provided by Paula Bass Organization.
- **Three days** training workshop on the topics "Effective Teaching, Lesson Planning & Teaching Methodology" facilitated by AFAQ.

Health

- **6 days** training on data collection, entry, organizing, submission, complying with integrity and confidentiality and operating system both in hard and soft by MERF M & E Officer.
- **6 days** technical training on EMRS (Electronic Medical Record System) by IT MERF IT Manager and the Spotters Software Developers' Team

PEI (CTC)

- **Two days** Induction Training for Area Supervisors on the Topics "A.S Responsibilities, Polio Eradication Initiatives (PEI), Extended Program of Immunization about the 9 diseases (EPI), Communication Skills, Reporting and Record Keeping, Micro planning, Vaccine Management, Supportive Supervision & Security Briefing" facilitated by CTC.
- **Two days** Refresher Training for Area Supervisors on the Topics "A.S Responsibilities, Polio Eradication Initiatives (PEI), Extended Program of Immunization about the 9 diseases (EPI), Communication Skills, Reporting and Record Keeping, Micro planning, Vaccine Management, Supportive Supervision & Security Briefing" facilitated by CTC.
- **One day** training on IPV.

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Respectively each six months later refresher trainings as well

AWARDS

MERF (Tehsil Headquarter Hospital Sarwekai, South Waziristan T.D): (2022)

Got Recognition Certificate for good performance at THQ Hospital Sarwekai by Health Manager/MS

Polio Eradication Initiatives: (2017)

Got Good Performance Certificate by Aidan O'Leary, from National Emergency Operation Center Islamabad at field, UC: Barwand

Teaching: (2013)

Got Best Teacher Award of the Year from Success School System Shaheen Town, Peshawar

REFERENCES

Will be provided on request!