



Profile Summary I offer my Master of Science Degrees in Economics along with a dynamic professional **Nine** years of experience in Data Analysis and Manipulation, Polio Eradication, Child Protection, Coordination, Reporting, Monitoring and Evaluation Survey with different non-government organizations.

FARHAD ULLAH

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Objective

To obtain a creative and challenging position that will enable me to gain valuable experience and improve my skills. I am hardworking and always committed to achieve my target on time with qualitative manner during my professional life.

A dynamic, team-spirited and results oriented individual seeking to utilize analytical skills and experience to contribute your Organization's growth and objectives in the international arena.

EDUCATION

Master of Science in Economics University of Peshawar 2012 & 2013

Experiences

1 . HR Executive at MBE Services Peshawar cantt.

The Key Responsibilities are

- Delegate HR-related tasks and set objectives for team members, track employee growth, and monitor daily performance
- Oversee compliance audits and manage performance appraisals based on the data you track annually as per company regulations
- Develop and implement company policies and procedures that help promote a healthy and productive work environment
- Research staffing trends, establish systematic workflows, and recommend solutions to improve our company's recruitment practices.
- Determine HR metrics, such as turnover rates and cost-per-hire, review departmental budgets, and maintain employee records
- Liaise with existing employees and address their requests and grievances to ensure a safe and productive workplace
- Guide senior management on compliance-related matters and
- demonstrate your findings through virtual meetings and presentations
- Lead and coordinate onboarding for new hires, process probation feedback, and manage employee

Management and Communication skill

- Ability to Identify and Overcome Barriers.
- Time Management
- Problem Solving
- Leadership
- Active Listening Abilities.
- Rapport Building Techniques
- Dealing with conflicts
- Assertiveness
- Clarity
- Team Management
- Managing office supply
- Preparing regular report
- Maintain daily schedule appointment
- Distribute and correspond e.g email,letter
- Solid knowledge of office procedure
- Excellent written and verbal communication skill.
- Strong organization skills with a problem-solving attitude
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)

2 .Union Council Delivery and Operational Officer (UCDO) in CTC-CHIP Consultancy at UC Dag. (July 2020 to march 2022) The keys Responsibilities are

- As a UCDO did Pre,Intra and Post activities of the campaign.
- Being as a UCDO we have analysis the entire UC data.
- Field validation of Micro Plan and Micro census before every campaign starting.
- Follow up and address gaps/issues highlighted in third party field monitoring.
- We have a quick glance to Micro Plan and have eliminated every issues from it.
- We have trained our AS and CHW's, identifying and resolving their problems and mistakes before campaign.
- We have done desk and field validation and identifying the mistakes.
- During campaign we have taken daily clusters against the concern AS and CHW's, identifying their issues and resolving on the spot to minimize their mistakes.
- Coordinate with UC Coms team for community/parents engagement activates incorporated in their work plan.
- Coordinate with UC Polio Officer UCPO where senior management interventions are required.
- We have making daily base data such as Form2A as a UC wise and Form2B as an Area wise and have share with DSO and DSC on daily basis.
- We have done Missed Children file and zero dose file after outreach done and shared with DSC.
- Identify high risk groups/ HRMPS in the assigned area.
- Regular visit to EPI technician for their daily routine immunization activates in the field.
- Coordination with TDO tehsil data officer to identify and resolve all issues regarding to Polio staffs.
- Project Transformation to PEOPLE with same Position & Same Job description.

Skill Highlights

- Strong Decision Making
- Results-oriented
- Office Management
- Capacity Building
- Supervision
- Team Building
- Complex problem solver
- Innovative
- Service-focused
- Record Keeping
- Good manner
- Extensive experience of MS-Office
- Inpage (Urdu Progrmme)

Achievements

- International RESCUE Committee.
- Got certificate from Local Governance School (Local Government Department) sponsor by USAID.
- An Appreciation Certificate as a Team Lead and Data Analyst from MicroMerger (pvt) Limited.
- Got different online Certificates from UNICEF, ICRC and WHO on different Disciplines.

Languages

English– (Speaking, Writing & Reading)
Excellent

Urdu– (Speaking, Writing & Reading)
Excellent

Pashto– (Speaking, Writing & Reading)
Excellent.

References

References available on request

3. Team Lead and Data Analyst in MicroMerger (Pvt) Limited DSC Peshawar.

(May 2015 to May 2020)

- I have worked as a Team Leader and Data Analyst in micro merger (Pvt.) Ltd. DSC (Data Support Centre) Peshawar.
- As a Team Leader and Data Analyst we have to verified online data of CBV form and form 2B of different children of various UC's of district Peshawar.
- We have to manage the file documentation of different UC's of District Peshawar
- As a Team Leader and Data Analyst we have worked with DC's (District Coordinators) to compile the NA, Refusal and Locked data and then have to verify the data.
- As a Team Leader we did worked with our DC on different issues arises in data verification.
- As a Team Lead we have worked to train our junior in training Session to how they deal the data and clear their discrepancies.
- As a Team Lead and Data Analyst we have done online PMC (Persisting Missed Children), online Campaign Planning, catch up, Post catch up, extended catch up and zero dose of different files and solve different sort of issues of these files.
- As a Team Lead and Data Analyst we have to communicate with field staffs and have to resolve the discrepancies regarding to different file and data.
- As a Team Lead and Data Analyst we have also communicate with DSO and have resolve different issues on the spot regarding to data related.
- As a Team Lead, we have visit to FATA (Khyber Agency) for field validation and monitoring.
- As a best Team Lead and Data Analyst I got appreciation letters from my FC (Focal Person). (Mar 2013 to feb 2015)

4. Child Protection Officer in PRSP(Pakhtunkhwa Rural Support Program

- As a Child Protection Officer to manage the child protection issues
- Be the first point of contact for coaches, helpers, parents and members on any issues concerning the well-being of children in the community.
- Attend appropriate training courses including 'In Safe Hands' and 'Safeguarding and Protecting Children.
- Act as adviser, when required, to the Management Committee on matters of policy and procedures related to child protection.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Management/Committee.