



# Hamid Ullah Khan

## JOB Experience (Total = 12 Years 6 Months)

### ABOUT ME

To be sincere with my profession and to achieve the highest of my field through constant struggle. Desiring to work in fast paced, quality conscious and rapidly changing environment requiring high analytic and decision-making skills at a challenging position for a decent earning.

- ❖ Enjoy working under time frames situations.
- ❖ Can perform under pressure situations.
- ❖ Like to work in a team.
- ❖ Good team leader.
- ❖ Problem solving.
- ❖ Excellent interpersonal & communication skills.

- Religion: Islam
- Marital Status: Married
- Domicile: North Waziristan (Khyber Pakhtunkhwa)
- CNIC: 21502-2138666-9

### CONTACT ME

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### PRO SKILLS

- ❖ MS Word
- ❖ MS EXCEL
- ❖ MS ACCESS
- ❖ MS POWER POINT

### Languages

- ❖ English
- ❖ Urdu
- ❖ Pashto

Ministry of Special Initiatives, Government of Pakistan (05, Mar 2008- 28 June 2010) .....(27Months)

Position: Accountant

### Duties and Responsibilities

- ✓ Monitor and review accounting and related system reports for accuracy and completeness.
- ✓ Prepare and review expense, payroll entries, invoices, and other accounting documents and Keeping records.
- ✓ Reporting to Director Finance and provide record to Admin officer.
- ✓ Review the monthly expenditures
- ✓ Preparing the financial documents and reports

Ministry of Youth Affairs, Govt. of Pakistan  
1 year internship Program (2010-2011) (1 year.)

7 Eleven Enterprises, "DHA, ASKRI XI" Lahore.  
10 March 2013 to 28 August 2015 ... (29 Months)

Position: Assistant Director Finance & Admin

### Duties and Responsibilities

- ✓ Compile and analyze financial information to prepare entries to accounts, such as General ledger accounts and document business transactions.
- ✓ Coordination meeting with CEO and MD regards Financial Matters
- ✓ Close coordinate with Program Dep's regarding monitoring IPs activities
- ✓ Taxation
- ✓ Update suppliers on confirmation of tax payments on their behalf as needed
- ✓ Filling and compliance
- ✓ Monitor and review accounting and related system reports for accuracy and completeness.
- ✓ Prepare and review expense, payroll entries, invoices, and other accounting documents and Keeping records.
- ✓ Explain billing invoices and accounting policies to staff, vendors and clients.
- ✓ Propose way forward in the form of new tools and trainings
- ✓ Cashier
- ✓ Documentation / vouchers
- ✓ Reinforce links with relevant support departments and sub-offices
- ✓ The signature schedule is updated monthly and respected
- ✓ Ensure that all scanned vouchers are uploaded in Dynamics as necessary
- ✓ Any other duties as assigned by your line manager
- ✓ Resolve accounting discrepancies.
- ✓ Supervise the input and handling of financial data and reports for the company's automated financial systems.
- ✓ Reporting to Managing Director (MD) & Chief Financial Officer (CEO)
- ✓ Complete review the Bank reconciliation Statement & internal Audits.
- ✓ Preparing the payroll of every month of employees & adjustment

**Position:** UNIT SUPERVISOR (US) UC (DOSSALI 1) NWTD  
**Employer:** CHIP Training & Consulting Private Ltd. Islamabad  
**Duration:** September 5, 2015 to June 15, 2016... (10 Months)

#### **Duties and Responsibilities**

- ✓ Coordination with LEAs (Law enforcement Agencies) and local Administration
- ✓ CMCC /DPEC Meeting (Civil & Military Coordination Committee).
- ✓ Support AS in proper area/ HH/ compound demarcation for each CBV worker in his respective area
- ✓ Monitor the UC, Tehsil Level Staff, & Give up in Supportive Supervision in field Work
- ✓ Planning & Supportive supervision of child registration process in the field before each campaign
- ✓ Conduct field validation of microcensus after first campaign for assessing work burden and microcensus quality.
- ✓ Field validation of microcensus before every campaign 30 % at each UC
- ✓ Participate in UPEC/ evening meetings and present desegregated data on missed children and engage all UPEC partners to cover still missed children
- ✓ Support AS in the development of micro-plans for CBV workforce inclusive of logistics distribution, training, community engagement, route maps, still missed children tracking data and high-risk mobile population movements
- ✓ Monitoring CBV workers training is conducted prior to every campaign
- ✓ Develop UC microplan based on compilation of AS's microplan inclusive of logistics distribution, training, community engagement, route maps, still missed children tracking data and high-risk mobile population movements of his respective UC
- ✓ Ensure supportive supervision of all workforce by AS
- ✓ Ensure timely receiving of logistics for campaign of his assigned UC
- ✓ Supervise and monitor Area Supervisors (AS) and Community Health Workers (CHWs)
- ✓ Maintain vaccine record at UC level on daily basis and will return the remaining vaccine vials back to agency store
- ✓ Ensure & Monitor all AS implement extended catch up for vaccination of still missed children inclusive of not available and refusal.
- ✓ Update and maintain a missed children logbook after every campaign at AS level
- ✓ Gather data on reasons from missed children and develop and implement data driven community engagement plans for chronic missed children
- ✓ Ensure the recorded missed, coverage and still missed children's data is timely submitted on IDIMS/Polio-Info online data application (i.e. on 7<sup>th</sup>, 14<sup>th</sup> & 23<sup>rd</sup> day of campaign respectively)
- ✓ Quarterly desk and field review of micro census to plug gaps through third party field monitoring.
- ✓ Follow up and address gaps/ issues highlighted in third party field monitoring reports with Area and HH level workers
- ✓ Ensure consistent recording and follow up of zero dose RI children by CBV workers and follow up on outreach activities by local EPI vaccinators.
- ✓ Ensure timely data reporting in intra-campaign phases to DSC and APCR – 100% daily submission of tally sheets (registration sheets)/ 2B forms / missed children's sheets to DSC
- ✓ Pre-Campaign activates.
- ✓ Post campaign activates.

**Position:** TEHSIL SUPERVISOR (TS) Tehsil Dossali & Garyum  
**Employer:** CHIP Training & Consulting Private Ltd. Islamabad  
**June 20, 2016 to November 30, 2017..... (18 Months)**

**Duties and Responsibilities:**

- ✓ Coordination with LEAs (Law enforcement Agencies) and local Administration
- ✓ CMCC /DPEC Meeting (Civil & Military Coordination Committee).
- ✓ Develop and roll out CHW and AIC training plans with TPEC endorsement and share activity reports with TPEC/ APCR after completion. Monitor and facilitate trainings with special focus on IPC component.
- ✓ Planning and conduct field and desk validation of CHWs registration in the pre campaign phase (10% of the CCPV assigned area)
- ✓ Plan and conduct microplan micro synchronization activity with adjacent/ neighboring areas in other tehsils/ agencies- *Mandatory upon induction of new CHW, creation of new area, identification of missed areas, boundaries issues detection.*
- ✓ Participation in TPEC and presentation of preparation status, gaps and support required from AHMT, partners and political administration for CCPV areas in operational and community engagement (CE)/social mobilization planning and implementation.
- ✓ Monitoring & Supportive supervision of CCPV workers in pre, intra and post campaign phases. Work with PEI partners for timely distribution of vaccine and cold chain maintenance by CCPV workers throughout the month
- ✓ Ensure timely reporting for incorporation into IDMS and DSC datasets.
- ✓ Ensure & monitoring the registration is completed by newly appointed CHWs by 10<sup>th</sup> day of field deployment.
- ✓ Monitor and Ensure CHWs/ AICs track and vaccinate still missed children throughout the month. Report on the verified missed children's data (refusal, NA and inaccessible) at tehsil level government focal persons and AHCSO/ UNICEF provincial focal person. Update and maintain a missed children logbook after every campaign. Ensure social profile data of high-risk groups missed during campaigns is incorporated into UC level micro-plans in all CBV supported UCs at tehsil level.
- ✓ Review third party performance management indicators for CBV and follow up on actions recommended and report accordingly
- ✓ Strengthening community surveillance in assigned area by reporting of non-polio AFP cases to TPEC/ APCR
- ✓ Maintain deliverable submission, correctness and completeness log for CBV staff in assigned areas
- ✓ Hold weekly and monthly meeting with staff to review progress, challenges and guidance/ support for corrective measures/ actions.
- ✓ Work in close coordination with PEI partners for preparing, conducting and monitoring polio vaccination campaigns at tehsil level.
- ✓ Maintain deliverable submission, correctness and completeness log for CBV staff in assigned area
- ✓ Timely complete, compile and share campaign monitoring checklists and data forms with tehsil level government focal person and AHCSO.
- ✓ Hold interpersonal communication (IPC) and counseling sessions with chronic refusal households with support from community influencers for conversion and vaccination
- ✓ Monitor and Supervise, Conduct campaign reviews after every SIA with field staff and partners.
- ✓ Provide on job training to underperforming staff.
- ✓ Ensure timely preparation of micro-plans of each UC in the district within identified timeline.
- ✓ Ensure updation of micro-plans of every UC before each SIAs.
- ✓ Collect and compile the UC micro-plans to prepare district microplan.
- ✓ Will develop and update district micro plan for CBV workforce inclusive of logistics distribution, training, community engagement, still missed children tacking data and high risk mobile population movements plan before each campaign
- ✓ Field validation conducted after the first campaign for assessing work burden and microcensus quality
- ✓ Conduct desk review of UC microplan and ensure proper area/ HH/ compound demarcation for each CBV worker/ AS
- ✓ Field validation of microcensus before every campaign (10% at district, 30% at UC and 50% at area level)
- ✓ Supervise and monitor Union Council Supervisors (UCS), Area Supervisors (AS) and

- Community Health Workers (CHWs) during child registration process in the field
- ✓ Ensure all UCS have undergone a TOT and conduct spot check of TOTs.
- ✓ Ensure CBV workers training is conducted prior to every campaign and do spot check of CBV workers training.
- ✓ Ensure that all the logistics required for campaign have reached in the district and also timely distributed further to each and every UC.
- ✓ Supervise and monitor all phases of polio campaigns and flag gaps for timely corrective actions
- ✓ Participate in DPEC/ evening meetings and present desegregated data on missed children and engage all DPCR partners to cover still missed children

**Intra-campaign:**

- ✓ Supervise and monitor intra-campaign activities
- ✓ Maintain vaccine record at district level and will ensure that leftover doses of vaccine are returned back to district store from each UC.
- ✓ Ensure timely data reporting in pre, intra and post campaign phases to DSC and DPCR – 100% daily submission of tally sheets/ 2B forms /missed children sheets to DSC.

**Post-campaign:**

- ✓ Update and maintain a missed children logbook after every campaign at AS level
- ✓ Ensure all UCs implement extended catch up for vaccination of still missed children to reach zero missed children
- ✓ Gather data on reasons from missed children and develop and implement data driven community engagement plans for chronic missed children
- ✓ Ensure the recorded missed, coverage and still missed children data is timely submitted by UC staff on IDIMS/Polio-Info online data application( i.e. on 7<sup>th</sup>, 14<sup>th</sup> & 23<sup>rd</sup> day of campaign respectively)
- ✓ Conduct LQAS, market and other surveys
- ✓ Post campaign review meeting with US for debrief on the gaps, actions plans, etc.

**Other tasks:**

- ✓ Quarterly desk and field review of micro census to plug gaps through third party field monitoring.
- ✓ Follow up and address gaps/ issues highlighted in third party field monitoring reports with UC, Area and HH level workers
- ✓ Undertake activities to strengthen routine immunization understanding in the community and bring strategic changes e.g. surveys and behavior tracking
- ✓ Ensure consistent recording and follow up of zero dose RI children by CBV workers and follow up on outreach activities by local EPI vaccinators.
- ✓ Support in the emergency response to new polio cases and newly infected areas in the province
- ✓ Present issues and challenges regarding communications during the daily evening meetings at tehsil level during polio campaign.

**Position:** Data Support Officer North Waziristan  
**Employer:** CHIP Training & Consulting Private Ltd. Islamabad  
**Duration:** February 13, 2018 to 31 May 2020 (28\* months)

**Duties and Responsibilities:**

- ✓ Collate daily staff attendance SMS and generate monthly / Weekly attendance report for the assigned district
- ✓ Monitoring of UC staff for submission of data for reports.
- ✓ Monitor and follow-up with UC staff on regular data upload on polio info database.
- ✓ Have access to APCR and polio info datasets for COMNet and CCPV planning.
- ✓ Maintain datasets of CCPV and COMNet UCs in the assigned district /agencies.
- ✓ UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
- ✓ Collate and analyses campaign data, monitor feedback from UCOs and generate daily CCPV, COMNet monitoring updates during campaigns
- ✓ Guide and on job train CCPV and COMNet staff on reporting tools.
- ✓ Ensure timely submission of periodic reports including 30 HH cluster survey / detail

- epidemiological investigation form for urgent AFP and polio cases.
- ✓ Analyse data of dashboard indicators with UC wise feedback to the UCO and SMS
- ✓ Maintain close liaison with DPCR data operator for two way data flow.
- ✓ Generate and share extended catchup coverage report from DSC dataset with the concerned DPCR. Collate and relay CCPV dataset as per DSC SOP
- ✓ To work as focal person for DSC correspondence and follow-up with field staff.
- ✓ Collection of data for campaign planning from UC level for onward submission.
- ✓ Maintain the data of social characteristics of polio cases of the respective district.
- ✓ Spot check missed children logbook and child registration logbook of the assigned district
- ✓ Pre-Campaign Reporting.
- ✓ Post Campaign Reporting
- ✓ Ensure CBV workers training is conducted prior to every campaign & Reporting
- ✓ Follow up with UC staff on regular data upload on polio info database.
- ✓ Follow up with UC staff on regular data upload on Integrated Disease information Management System (IDIMS)
- ✓ Follow up with District staff on regular data upload on Integrated Performance Management System (IPMS) COVID 19.
- ✓ Traveler Abroad data tracking and tracing
- ✓ Covid-19 suspected and confirm cases data updation
- ✓ Confirm Corona Cases Social Profiles Updation
- ✓ Updating line list of suspected cases
- ✓ Daily progress reports (DSR) of concern District

**Position:** Admin & Finance Assistant

**Employer:** Pakistan Red Crescent Society (July 24, 2020 to September 2022 ) ( 2 years ,4 months )

**Duties and Responsibilities:**

- ✓ Preparing the financial documents and reports.
- ✓ Overseeing client accounts.
- ✓ Creating, sending, and following up on invoices.
- ✓ Collecting and reviewing data for reports.
- ✓ Reviewing and performing audits on financial statements and reports.
- ✓ Reporting discrepancies.
- ✓ Preparing payments for employees.
- ✓ Suggesting improvements in accuracy, efficiency, and reducing costs.
- ✓ Assist in budgets preparation and management activities, as requested by the PM.
- ✓ Manage cash controls, bank balance as well as maintain book keeping up-to-date.
- ✓ Establish and maintain a system to monitor and forecast cash requirements to meet administrative and project expenditures.
- ✓ Establishes monthly cash requirements for the programme and requests timely replenishments from HQ Peshawar.
- ✓ Ensure all expenses are within assigned project budget and donor requirements/contract.
- ✓ Oversee the preparation of all financial statements, invoices, etc as required by district secretary and PHQ Peshawar.
- ✓ Assist to PM and PHQ with finance related audits.
- ✓ Ensure that financial transactions are properly updated and recorded.
- ✓ Identify and resolve invoicing issues, accounting discrepancies and other finance related issues.
- ✓ Periodically review financial paperwork and procedures and make appropriate changes.
- ✓ Prepare end of month accounts for Tikrit location to send to PHQ Peshawar, within the first two working days of each month.
- ✓ Ensure that programme gets the best value for money when purchasing goods (through obtaining quotations, inspection of quality, timely delivery etc).
- ✓ Any other duty on programme as requested \ Directed by district secretary and PHQ senior Management.

**Position:** District Health Communication Support Officer (DHCSO) North Waziristan  
**Employer:** CHIP Training & Consulting Private Ltd. Islamabad  
**Duration:** 30 OCT 2023, to till date)

**Duties and Responsibilities:**

- Coordinate at DEOC for quality collaboration in all communication related activities.
- Identify communication issues at different levels and communicate them to concerned quarters/partners to obtain their support to address them.
- Support **and Supervise** UCOs and Social Mobilizers with communication issues during campaign days in the field.
- Continue to support social mobilization activities needed during campaign/ Ensure implementation of the communication strategy/plan for the high-risk Union Councils and high-risk groups.
- Participate in evening meetings during campaign days at District level and provide input and feedback on communication interventions.
- Supervise and support Engagement with families of missed children especially refusals
- Identify the communication issues at the District level and develop District level evidence/issue-based communication / community engagement plans in consultation with DEOC. The plan should be based on social profiling of refusals for effective engagement in between campaigns
- Prepare District Social Maps and review the Union Council Social Maps with special focus on high-risk groups and populations (as per location, composition, ethnicity, travel patterns, etc.)
- Ensure social component of the micro-plans is updated by the communication staff (HRMP, social profile, etc.)
- Follow up with the data team for updating and analysis of data on relevant communication indicators including coverage of refusals etc
- Update/ lead on challenge mapping exercise at District level and ensure that the same is updated regularly

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- Ensure the highest level of coordination and collaboration with the DEOC (DPO, DC) on all PEI activities as per the NEAP.
- Formation of District level coalition (Religious, political, trade unions, lawyer's associations, chamber of commerce, teachers' associations etc) to create enabling environment for vaccination
- Participate in the DPEC meetings for campaign preparedness and provide technical input on communication
- Facilitate follow up on the decisions made in the DPEC meetings related to communication interventions and social mobilization

**Academic Qualification:**

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<b>Degree Name</b>	:	<b>MS (MGT}Science 18 Years Education.</b>
<b>Completion date :</b>		<b>2012</b>
<b>Institute</b>	:	<b>IQRA University Islamabad, Pakistan.</b>
<b>Degree Name</b>	:	<b>BBA (Hons) 16 years Education.</b>
<b>Completion date :</b>		<b>2009.</b>
<b>Institute</b>	:	<b>Hazara University Manshera KPK.</b>

Degree Name : FSC (Pre-Medical)  
Completion date : 2004.  
Institute : BISE Kohat.

Degree Name : S.S.C (Science).  
Completion date : 2002.  
Institute : BISE Bannu

Degree Name : S.P.S.S. (Statistical Package for Social Sciences)  
Completion date : 2010.  
Institute : IQRA University Islamabad Pakistan.

### Research and Publications:

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- ✓ Impact of Operating Leverage and Financial Leverage on risk, expected return and book value to market value and Share prices; A case of sugar sector of Pakistan.

### Achievements

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- ✓ Prevention of Sexual Harassment and Abuse of Authority UNICEF
- ✓ Appreciation Certificate on Best performance from CTC.

### References

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#### Eng. Zaib Ullah (Planning & Monitoring officer)

DC Office Miranshah NWT  
North Waziristan.  
Email: engrzaibwazir01@gmail.com  
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#### Mehdi Hussain (ComNet Officer )

Communication Network (COMNet) Officer FATA  
CHIP Training & Consulting Pvt. Ltd  
Polio Eradication Initiative  
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#### Muhammad Luqman

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