*Rural Support Program Network-Karachi Pakistan(10-Feb-2021 to 30-May-2021)*



***HABIBULLAH***

***Permanent Address****:*

*House # 151 sector 5 A/L Qasaba Colony Manogpheer Road S.I.T.E Karachi.* ***Cell #****: +92345-2261027 0312-1146629*

***Email****: Shahg.0085@yahoo.com*

***CAREER OBJECTIVE***

*Rural Support Program Network-Karachi Pakistan(10-Feb-2021 to 30-May-2021)*

To become an asset to the progressive organization, where I can enhance my skills and expertise in the fields of Accounting, Business Administration Finance and information technology.

# EDUCATION AND CERTIFICATION

***BA.* *2016***

University of Malakand Swat

***Higher School Certificate (Arts)* *2012***

Board Of Intermediate Education Karachi Pakistan.

***Secondary School Certificate (Science)* *2005***

St.lawrence grammer Secondary School.

*Tehsil Campaign Support Person TTSP -Karachi Pakistan (01-Jan-2021 to 30-June 2022*

**Worked as a "Tehsil Campaign Support Person under the following Job Description,**

* **Supervision and Monitoring,**
* **Timely Data share to DEOC (District Emergency Operation Center).**
* **Reporting of all issue about The Polio Campaigns (During Campaign, Post Campaign & Free Campaigns)**
* **Discuss the issue in UC level Evening Meeting,**
* **Discuss the issues in Town Level,**
* **Conducted Sport Survey and Market Survey,**
* **Tally Sheet Analysis,**

*Sindh Rural Support Program SRSO -Karachi Pakistan (01-Jan-2019 to 30-Nov-2019)*

**Currently working as, An “Area Supervisor “under the following Job Description:**

**Reporting to District Support Officer.**

**Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.**

**Identify UC-level activities for inclusion in District level communication plan and communicate to DistrictSupport,Officer.  
Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.  
Ensure,influential,religious,leaders,elders,,etc.are,included,in,team,micro-plans  
Data management and presentation monitor field data from (BISP) server reports, put all data entry errors on Google Error Log Sheet for resolution, report bugs in server reports to management, share daily activities performance and work reports on official project whatsapp group About the (BISP NSER Program), compile data / reports for managers, present performance and work progress**

*Cantonment Board Malir -Karachi Pakistan (01-Jan-2018 to 31-Dec-2018)*

***Worked as a “Supervisor Rest House under the following Job Description,***

***Manage Foods Managements Manage staff Attendances & Maintained all Guests Details.***

*Rural Support Program Network-Karachi Pakistan(10-Feb-2021 to 30-May-2021)*

***Worked as a “Social Mobilizer under the following Job Description Timely Send Data on Daily Basis.***

***Gave Awareness and Mobilize Peoples Regarding COVID\_19 Awareness. Conduct Awareness Programs and Sensitized Community about the COVID\_19 Awareness.***

***Conduct Awareness session in School, Madrasa, Community Places, Market, and Committee Mosque Announcements about the COVID-19***

***Community mobilization engages with stakeholders for community outreach activities.***

***EXCELSIOR CONSULTANT PVT LTD– Karachi, Pakistan (01-OCT-2015- To-30 Sept 2017)***

*Currently working as a “****Union Council Communication Support Officer*** *“under the following Job Description:*

* *Planning and Organizing:*
  + *In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro plans of the highest quality.*
  + *Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)*
  + *Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation*
  + *Ensure influential religious leaders, elders, etc. are included in team micro-plans*
  + *Assist in preparation of ASPV’s work plan and IEC activity plan for the respective areas.*
  + *Ensure inclusion of ASPV’s names in the UC micro-plan.*
  + *Participate in UPEC meetings and support development and implementation of UC social mobilization plan.*
  + *Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices*
  + *In consultation with the Health Department and guidance from Town Health Officer (THO) concerned, identify sub-UC High Risk Areas.*
  + *Ensure effective communication on movement of high risk groups to UCOs/DHCSO/DMO in other districts where underserved groups are moving*
  + *Support in micro planning, including determining best timings (flexible) for vaccination activities.*
  + *Ensure, through Medical Officer in Charge (MOIC)/DMO, that routine immunization services are made available to cover the high risk groups.*
  + *Coordinate with DHCSO/THO to assign vaccination Team.*

Worked as a “Social Mobilizer under the following Job Description

*CHIP Management Consultant – Karachi, Pakistan (04 Jan 2012 to 29 Sep 2014)*

Support in Campaign pre Campaign during Campaign. Monitoring in during Campaign.

Timely Send Data on Daily Basis.

Cover Refusals with the help of Community Influencers.

Gave Awareness and Mobilize Peoples Regarding Polio Vaccination. Conduct Awareness Programs and Sensitized Community.

Facilitating Trainings of Polio Teams.

Activities Arrange for Covering NA and Refusals.

Community mobilization engage with stakeholders for community outreach activities, advertise and announce future screening camp days in communities.

# COMPUTER PROFICIENCY

* *Windows NT /98/2000/XP Professional*
* *Business Objects*
* *Ms office*
* *Outlook*
* *Networking*

# SKILLS & COMPETENCIES

* *Excellent interpersonal & communication Skills.*
* *Timely, strategic and effective problem solver.*
* *Equally effective working within a team or in self-managed project.*

# LANGUAGES PROFICIENCY

* + *English / Urdu / Pashto*

# E x t r a C u r r i c u l a r A c t i v i t i e s / I n t e r e s t s

Love to read different newspapers and various magazines. My interests include playing cricket, reading all sorts of poetry, watching movies.

***References will be furnished if required.***