**JUNAID AHMAD**



**Personal Data:**

**Present Address**: Out of university Town Near Chushti Masjid Pawwaka Peshawar.

**Permanent Address:** Hassu khel P/O Mir Ali North Waziristan Tribal District.

E-mail: junaidanjum81@gmail.com

Fathers Name: Abdul Wadood khan

CNIC Number: 21505-1016458-7

Date of Birth: 24/12/1997

Religion: Islam

Nationality: Pakistani

Marital Status: single

Contact No:0336-5437346 + 0300 9044946

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**Objectives**

To face the upcoming challenges with professional maturity to accomplish organizational goals, by being an efficient team member, good communication, teaching experience, negotiation power, and public relations skills**.**

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| **Program** | **Marks** | **Board/University** |
| **SSC** | **810** | **Bannu** |
| **F.Sc** | **699** | **Bannu** |
| **PTC** | **530** | **Allama Iqbal Open University** |
| **BSC (cs)** | **268** | **Ust Bannu** |
| **MA Political S** | **444** | **Ust Bannu** |

**Experience:**

**Data Entry Officer**

**Currently working with Active Help Organization Peshawar (AHO)**

Under the project “Accelerated Response to HIV Through Effective Prevention Treatment, Care & Support intervention for Key Population.

* Reporting to National AIDS Control Programme

**Data Entry Officer**

**Dareecha Male Health Society Rawalpindi (DMHS)**

Under the project “Accelerated Response to HIV Through Effective Prevention Treatment, Care & Support for Key Population.

* Reporting to National AIDS Control Programme
* Maintain Client Outreach Register
* Maintain Client Services Register
* Maintain Client Testing Register
* Maintain Clint STIs Register
* Maintain LMIS
* Data Analysis, Data Cleaning, Identify Duplication
* Format Designing
* Scanning, Record Keeping & Logistic Maintenance.
* Report Generate from MIS.

**Data Entry Operator**

**Community Advancement & Rural Empowerment (CARE)**

* Responsible for entering data into different computer databases, and managing and maintaining effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.
* Transfer data from paper formats into database systems
* Type in data provided directly from customers or other parties
* Create and manage spreadsheets with large numbers of figures
* Verify data by comparing it to source documents
* Update existing data
* Produce reports
* Retrieve data as requested
* Perform regular backups to ensure data preservation
* Sort, organize and store paperwork after entering data.

**Data Entry Operator at Khyber & Bannu**

**World Food Program (WFP) Pakistan Red crescent society FATA**

* Entering TDPs data from source documents within time limits.
* Compiling, verifying accuracy, and sorting information to prepare source data for computer entry.
* Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output.
* Export to MS Excel then analyze the updated beneficiary Data.
* Update TDPs Data on WFP online website.

**Health and Nutrition Hygiene Promoter at NWTD**

**KPMD Support Program DHS**

* Under 2 years children Refer to vaccination camp and Mobilize about Routine vaccination select Communities.
* Hygiene education enhances a community’s ability to protect itself from communicable diseases, such as tuberculosis. As a hygiene promoter, you should sensitize the community on the importance of good hygiene, the dangers of poor hygiene, and the best methods of preventing these dangers.
* Such responsibility may involve simple methods such as teaching them how to prepare and store food, how to treat drinking water, how to dispose of waste, and how
* to react to disease outbreaks.
* Sensitization campaigns may involve popular mediums like radio, television, Internet, billboards, and newspapers.
* Relationship-building is a crucial responsibility for a hygiene promoter.
* Building sustainable relationships with members of the general public creates a sense of trust and respect. You'll need to take a proactive stance in identifying areas of interest to the community and tailor hygiene education around these interests.
* Once you build a good rapport with the community it will be easy to persuade community members to shun poor hygiene habits, such as drinking dirty water.
* Hygiene kits, such as cotton wool, disinfectants, waste baskets, and sanitary pads help poor communities to protect themselves from infections.
* As a hygiene promoter, you should liaise with government and non-government agencies to procure hygiene kits and distribute them to affected areas.
* Since hygiene kits are costly, you should carry out an extensive needs analysis in order to establish the nature and the quantities of the kits required.
* In addition, you'll partner with trusted personalities and community-based groups to ensure that the kits reach the target communities.

**Community Outreach worker at NWTD**

**Center of Excellence for Rural Development (CERD)**

* Implementation and reporting of planned activities.
* Participate in planning and budgeting, preparation of work plans, implementation of planned activities, and monitoring/ reporting of progress.
* Facilitate and monitor the implementation of planned activities and community-level engagements.
* Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops, and seminars.
* Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
* Facilitate stakeholders and partners in the supervision and monitoring of programmatic activities.
* Support the collection and documentation of impact and success stories on monthly, quarterly, semiannual, and annually.
* Documentation of evidence-based impact stories.
* Mobilize and facilitate the active participation of children and their communities to participate in the planning, monitoring, implementation, and evaluation of community development initiatives.
* Sensitize children, guardians/parents, and other stakeholders about children’s rights and responsibilities with a view to identifying child violations.

**Short Term Experiences**

1. 3 days NFIs Assessment of TDPs North Waziristan Agency Pakistan Read Crescent Society.
2. Month Distribution of NFIs among TDPs of NWA (Pakistan Read Crescent Society).
3. 15Days Post Distribution Monitoring survey (PDM) with CERD & CESVI at North Waziristan.
4. Enumerator/Facilitator with Islamic Relief Pakistan at NWTD.
5. Enumerator/Data entry operator with FAO at NWTD.
6. Enumerator & FGD Note writer With Sabawon at NWTD.

**Training**

* Management Information System (MIS) Conduct by National AIDS Control Programme at Lahore
* Management Information System (MIS) Conduct by National AIDS Control Programme at Lahore
* Food Security & Livelihood and Agriculture (FAO)
* Business Development skill (IMS)
* Entrepreneurship Development (HRDC)

**Efficiencies:**

**Computer Proficiency:**

* Six Month Certificate in Information Technology (CIT) KPK Trade Testing Board Peshawar.
* Microsoft Word.
* Microsoft Excel.
* Microsoft PowerPoint.
* Window 7,2000xp.
* Internet.
* In page 2002
* Typing Master.
* Adobe photo shop
* Coral Draw 11.

**Languages:**

1. English
2. Urdu
3. Pashto