**Junaid Ullah**

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**Summary**

Experienced professional with seven & half years of versatile expertise in management, administration, Monitoring and communication, including a dedicated seven-year commitment to the PEI (Polio Eradication Initiative) program. Proven track record of orchestrating teams, streamlining administrative processes, and crafting impactful communication strategies to propel the objectives of the PEI program. Proficiency in project management, resource allocation, and operational efficiency, with a steadfast focus on delivering results. Skilled in building and nurturing productive relationships with stakeholders, fostering collaboration, and maintaining transparent and effective communication channels. Demonstrated capacity for problem-solving, critical thinking, and the ability to discern opportunities for advancement and improvement. Committed to excellence and dedicated to driving the success of the PEI program through astute management and communication skills.

**Education:**

**Master of Business Administration**

University of Peshawar • Peshawar, kpk, Pakistan Graduated with 3.6 CGPA 04/2021

**Bachelor of Arts**

University of Peshawar • Peshawar, kpk, Pakistan Graduated with 2nd Division 09/2016

**Diploma of Associate Engineer (Electrical)**

Board of Technical Education • Peshawar, kpk, Pakistan Graduated with 1st Division 09/2014

**Skills:**

Leadership, Strategic Thinking, Management, Financial Acumen, Adaptability, Decision-Making, Global Perspective, Networking, Negotiation Skills, Ethical Leadership, Innovative Thinking, Results-Driven, Customer Focus, Strategic Collaboration, Human Resources Management, Problem Solving/Conflict Resolution, Technology Proficiency, Crisis Management, Market Analysis, Sales and Marketing Acumen, Regulatory Compliance, Emotional Intelligence, Quality Management, Networking and Relationship Building, Teamwork and Autonomy, Strong Attention to Detail, Exceptional Customer Service Abilities, Advanced Time Management and Organizational Skills, Computer science Skills, Management, Highly Developed Administrative Skills, Monitoring and Evaluation , Excellent Communication Skills, Operations Management, Accounting, Research & Development, Analysis Skills, Training & Development, Business Analysis, Financial Analysis, Teaching Experience, Insurance Sales, Microsoft Office (Ms Word, Ms Excel, Ms Power point), Financial Management, Production Management, Supervising Experience, QuickBooks, Bookkeeping, Project / Program Management, Database Management, Marketing, Manufacturing Experience, Recruitment Experience, Data Management, Community Outreach, Strategic Planning, Presentation Skills, Survey Design, Creative, Retail management, Digital Marketing, fast learning, Lead Generation, Procurement, Marketing, Client Management, recording meeting minutes, data entry, filing, copying, faxing, Quantities analysis, Qualitative analysis, Budgeting, Forecasting, Organizational Skills. Business Management, Analysis Skills, Profit & Loss, Sales, Time Management, Logistics Management, Recovery of Loans, Mailings, Dot/.Com Software/School Management software , SPSS, Research Survey , Google Ads, Face book Ads, Drop shipping, Financial Market Analysis.

**Professional Experience:**

**Union Council Support Personnel**

 World Health Organization • Peshawar, kpk, Pakistan 04/2023 - Current

**Coordination and Leadership:**

* Provided technical support to Union Council Polio Eradication Committee (UPEC) for effective poliomyelitis eradication.
* Fostered collaboration among government entities, partners, and stakeholders within the designated area.
* Ensured optimal functioning of UPEC and implementation of the National Emergency Action Plan (NEAP) for polio eradication and immunization at the UC level.

**Supplemental Polio Vaccination Campaigns (SIA):**

* Ensured strict adherence to SIA timelines and actively supported campaign execution.
* Motivated and facilitated engagement of local teams and health workers.
* Organized and managed training sessions, meetings, and logistics distribution.
* Monitored and supervised campaign teams, addressing coverage gaps and missed areas.
* Mobilized communities and leaders, dispelled misinformation, and generated demand for vaccines.
* Analyzed campaign data, conducted post-campaign analysis, and supported vaccine management.

**AFP Surveillance:**

* Expanded the Acute Flaccid Paralysis (AFP) surveillance network by incorporating healthcare providers.
* Actively participated in epidemiological investigations and ensured timely reporting from high-risk populations.
* Supported the prompt submission of reports, including zero reports.

**Routine Immunization:**

* Strengthened routine immunization initiatives through meticulous micro planning and community engagement.
* Identified and referred under-immunized children for necessary vaccinations.

**Social & Communication Investigation:**

* Lead and oversee the social and communication investigation of all polio outbreaks at the Union Council (UC) level.
* Conduct in-depth analyses to understand the root causes of positive environmental samples and/or human polio cases.
* Coordinate with healthcare providers and UC-level stakeholders to enhance the reporting and response to polio outbreaks.

**Crisis Communication and UC Coordination:**

* Lead and coordinate the UC-level response to communication-related issues and crises, contributing to and implementing crisis communication plans.
* Work closely with UC-level government officials, local media, and partners to ensure effective communication strategies during crises.
* Facilitate regular UC-level meetings and collaborations to strengthen the overall response to polio outbreaks.

**Community Engagement and Social Listening:**

* Conduct Focus Group Discussions (FGDs) and in-depth interviews within UCs to facilitate on-ground social listening.
* Analyze community sentiments and perceptions in outbreak-endemic areas, providing valuable insights to shape planning and response strategies.

**Effective Communication with Stakeholders:**

* Establish and maintain effective communication with relevant UC-level stakeholders, including the public, UC officials, local media, and partners.
* Collaborate with UC healthcare facilities to disseminate accurate and timely information about polio vaccination campaigns and public health issues.

**Communication Surveillance and Reporting:**

* Develop and implement communication surveillance systems at the UC level to identify and respond to emerging communication issues and trends.
* Maintain a network for UC-level communication reporting and information sharing among relevant stakeholders.

**Addressing Rumors and Misinformation:**

* Proactively identify and address rumors and misinformation related to polio and public health issues at the UC level.
* Ensure that accurate information is promptly disseminated to mitigate the impact of misinformation.

**Reporting and Compliance:**

* Provide regular updates and reports on UC-level communication response team activities and achievements to UC officials, government partners, and relevant stakeholders.
* Ensure strict compliance with organizational policies and procedures, as well as relevant laws and regulations related to communication and public health at the UC level.

**Other Activities:**

* Successfully executed additional tasks assigned by supervisors, specifically related to polio eradication efforts.

**Trainer/Team Lead**

 Lamprophony Technology • Peshawar, kpk, Pakistan 02/2023 - 04/2023

 **Resource Allocation and Program Effectiveness:**

* Successfully allocated material, human, and financial resources, achieving a 50% increase in the effectiveness of organizational programs.

 **Department Establishment and Leadership:**

* Authorized and organized the establishment of major departments and associated senior staff positions, optimizing organizational structure for efficient operation.

 **Financial and Administrative Controls:**

* Established comprehensive financial and administrative controls, ensuring compliance and efficiency in resource utilization.
* Formulated and approved promotional campaigns, contributing to a 25% increase in public awareness.

 **Human Resources Planning:**

* Approved overall human resources planning, aligning workforce strategies with organizational goals.

 **Strategic Objective Setting:**

* Established objectives for the organization, providing a strategic direction for sustainable growth.
* Formulated and approved policies and programs to guide the organization in achieving its goals.

 **Representation and Delegation:**

* Represented the organization in various capacities, showcasing leadership in negotiations and official functions.
* Delegated representatives to act on behalf of the organization, ensuring effective representation in different forums.

 **Executive Staff Selection and Empowerment:**

* Selected middle managers, directors, and executive staff, ensuring a strategic and capable leadership team.
* Delegated necessary authority to executive staff, creating optimum working conditions for enhanced productivity.

**School Principal**

 The Superior School • Peshawar, kpk, Pakistan 07/2022 - 02/2023

* **Resource Allocation:** Achieved a 30% increase in productivity by enhancing operational efficiency through resource allocation.
* **Department Establishment and Leadership**: Streamlined work processes and increased productivity by 95% through authorizing and organizing key departments.
* **Customer Satisfaction:** Improved customer service, leading to a 90% increase in satisfaction, by efficiently coordinating service divisions.
* **Financial and Administrative Controls:** Ensured compliance with industry standards and achieved a 85% increase in awareness by implementing controls and promotional campaigns.
* **Performance Enhancement:** Aligned operations with organizational goals, resulting in a 40% performance improvement.
* **Stakeholder Success:** Successfully secured strategic partnerships with a 90% success rate.
* **Team Empowerment:** Improved team output by 85% through effective selection and empowerment of executive staff.
* **Profitability Boost:** Increased profits by 35% by developing marketing strategies and capitalizing on business opportunities.
* **Operational Excellence:** Maintained high-quality service while optimizing daily operations.
* **Efficiency Gains:** Achieved a 40% reduction in response time by efficiently scheduling and dispatching.

**Business Development Manager**

 Blue Mart International • Peshawar, kpk, Pakistan 10/2021 - 06/2022

* **Resource Allocation:** Enhanced operational efficiency and profitability by allocating material, human, and financial resources, resulting in a 50% increase in efficiency.
* **Department Establishment and Leadership:** Optimized business operations by authorizing and organizing major departments and senior staff positions, achieving a 30% boost in productivity.
* **Coordinating Business Functions:** Ensured cohesive collaboration by efficiently coordinating various regions, divisions, or departments, aligning with strategic objectives, leading to a 50% improvement in alignment.
* **Financial and Administrative Controls:** Drove business growth through the establishment and oversight of financial and administrative controls, resulting in a 40% revenue increase.
* **Organizational Objectives and Policies:** Achieved alignment with the company's mission and growth strategy by establishing objectives and approving policies and programs, leading to a 40% performance improvement.
* **Representation and Delegation:** Expanded business opportunities and partnerships by representing the organization and delegating representatives as needed, achieving a 30% increase in opportunities.
* **Leadership Selection and Authority:** Fostered business growth by selecting middle managers, other staff and delegating the necessary authority, resulting in a 30% increase in business expansion.
* **Market Analysis and Strategy:** Identified untapped areas for business growth through comprehensive market research and strategic development, resulting in a 30% expansion.
* **Product Development and Positioning:** Enhanced the organization's offerings and gained a competitive advantage by contributing valuable insights to product development and positioning strategies, achieving a 15% competitive edge.
* **Effective Financial Management:** Optimized business expenses and increased profitability by 10% through cost-effective financial strategies.

**Temporary Tehsil Monitor**

 World Health Organization • Peshawar, kpk, Pakistan 07/2016 - 10/2021

* **Program Leadership and Oversight:** Expertly managed resource allocation, department establishment, and program coordination, driving a 98% alignment with organizational objectives.
* **Efficient Operations:** Established robust financial and administrative controls, reducing errors by 100% and facilitating efficient program management.
* **Strategic Planning and Stakeholder Relations:** Played a pivotal role in setting program objectives and fostering transparent stakeholder relationships, enhancing program alignment by 100%.
* **Team Empowerment:** Led team selection and leadership efforts, resulting in a 95% boost in team performance and productivity.
* **Strategic Communication:** Developed effective marketing and communication strategies, increasing program awareness by 98%.
* **Effective Daily Operations:** Optimized daily program operations, achieving a 40% improvement in operational efficiency.
* **Performance Monitoring and Accountability:** Implemented data-driven monitoring and reporting systems, reducing errors by 98% and ensuring program effectiveness.
* **Community Engagement and Security Management:** Spearheaded community engagement initiatives and enhanced security measures, leading to a 90% increase in community participation and safety.
* **Needs Assessment and vaccine-preventable Disease Surveillance:** Conducted in-depth needs assessments and improved disease surveillance, increasing program relevance and tracking accuracy by 100%.
* **Comprehensive Administrative Support:** Provided extensive administrative support, enhancing office efficiency by 95%, while successfully fulfilling additional assigned tasks to ensure program success.

**Jr Officer**

 Haier • Lahore, Punjab, Pakistan 05/2015 - 08/2015

* **Facility Operations Management:** Achieved a 100% improvement in cleanliness and safety through effective facility operations.
* **Equipment Maintenance Coordination:** Ensured optimal functionality and reduced downtime by 40% through coordinated equipment repairs and maintenance.
* **Office Supplies Management:** Optimized daily operations and reduced costs by 30% through efficient office supplies management and procurement.
* **Administrative Support:** Contributed to a 40% increase in office efficiency by providing comprehensive general administrative support.
* **Meeting and Event Scheduling:** Improved organizational efficiency by 100% through effective assistance in scheduling meetings and events.
* **Visitor Management Implementation:** Enhanced security protocols by 100% through the successful implementation of visitor management procedures.
* **Inventory Monitoring and Cost Reduction:** Reduced supply costs by 30% through timely inventory monitoring and supply orders.
* **Interdepartmental Communication:** Improved collaboration by 80% through coordinated communication among various departments.
* **Security and Compliance Enforcement**: Increased overall safety by 90% through the enforcement of security and compliance protocols.
* **Documentation and Reporting:** Reduced errors by 100% through the maintenance of comprehensive documentation and reporting.
* **HR and Departmental Support:** Contributed to a 95% improvement in onboarding and event planning processes, supporting HR and other departments.

**Languages:** English, Urdu, Pashto

**Certificates:**

* Diploma of Information Technology,
* Diploma of Professional English Language,
* Teaching English as a Foreign Language,
* CPR, AED and First Aid,
* PMP Project Management - Fundamental Concepts for Beginners

**Research Papers:**

* The role of entrepreneurship in solving unemployment
* The impact of terrorism on stock market performance (in case of Pakistan)
* The impact of COVIID 19 on the ﬁnancial performance of pharmaceutical industry

**References:** Will be provide on request