

+MUHAMMAD

SOHRAB KHAN.

Address: DISTRICT TANK.

Phone: +92303-5880500

+92345-9845311

E-mail: Sohrab143@gmail.com

Education:

Master of Business Administration (**MBA Finance**) I am doing MBA from GOMAL University DIKHAN and got **1st Division - 2018**

Master in Education: **MA Education - 2023**

ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

Master of Arts: **MA Political Science - 2015**

GOMAL UNIVERSITY DIKHAN

Bachelors of Arts: **BA Political Science – 2013**

GOMAL UNIVERSITY DIKHAN

Certified Accounting Technician (**CAT/ACCA**) **2011**

Skan School of Accountancy Islamabad

Diploma in Computer Sciences: **D.I.T - 2014**

Board of Technical education Peshawar

Summary:

I want to achieve a respectable professional position through knowledge, hard work, efficiency, skills and Service. I have 9 years of professional experience in different national level of organizations as **Communication Officer, Acting Data Support Officer, Independent Monitor and Data Entry.**

Skill Highlights:

- Project management
- Strong decision maker
- Complex problem solver
- Creative mind
- Innovative perception
- Service-focused
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Organization: Professional Employers Private Limited

Position: Union Council Communication Support Officer

Duration: Sept-2020 to till date

Responsibilities:

- In coordination with the WHO-supported staff, ensure communication and social mobilization planning is included in UC micro-plans of the highest quality and execution of Social Mobilization and Communication activities
- Communication and Coordination with influencers and all stakeholders at UC Level and to attain their due support for PEI Program for enabling environment and awareness
- Assist in preparation of SM work plans and IEC activity plans for the respective areas.
- Participate in UPEC meetings and support development and implementation of UC social mobilization plans.
- Ensure, through Medical Officer In Charge (MOIC) / DMO, that routine immunization services are made available to cover the high risk groups.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Develop partnership with the UCMO / Supervisors / Health Workers / NGOs to plan and implement social mobilization / IEC activities for the polio rounds and routine immunization for underserved groups.
- Support in Training at UC level with special focus on IPC, Social Mobilization, Communication etc
- Working in collaboration with Health department from last 7 an a half Years. Due to pandemic in round the globe, our organization change new way to overcome the pandemic situation. In this regard following necessary task had been accomplished from last one year.
- Established Liaison with District Health Officer in response to Communication activities.
- Established Liaison with Data Entry Operator at DEOC for compilation of daily NIMs data entry.
- Organized and made active participation in monthly coordination meeting with different stakeholders.
- Visits of functional CVCs centers for monitoring purposes.

Organization: Professional Employers Private Limited

Position: Working as Acting District Support Officer

Duration: 2 week

Responsibilities:

1. The position will monitor data integrity, security and accuracy information and ensure that it is readily available.
2. To assist the project coordinator in the development of processes and controls to support the delivery of data management systems.
3. Responsible for data management, collection and analysis for project performance.
4. Coordinate with field team to complete the data sheets as per project requirement.

Organization: Chip Training and Consulting PVT Limited

Position: Union Council Communication Support Officer

Duration: April-2016 to May-2020

Responsibilities:

- Communication and Coordination with influencers and all stakeholders at UC Level and to attain their due support for PEI Program for enabling environment and awareness
- Assist in preparation of SM work plans and IEC activity plans for the respective areas.
- Participate in UPEC meetings and support development and implementation of UC social mobilization plans.
- Ensure, through Medical Officer In-Charge (MOIC) / DMO, that routine immunization services are made available to cover the high risk groups.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Develop partnership with the UC MO / Supervisors / Health Workers / NGOs to plan and implement social mobilization / IEC activities for the polio rounds and routine immunization for underserved groups.
- Support in Training at UC level with special focus on IPC, Social Mobilization, Communication etc
- Working in collaboration with Health department from last 7 an a half Years. Due to pandemic in round the globe, our organization change new way to overcome the pandemic situation. In this regard following necessary task had been accomplished from last one year.
- Established Liaison with Deputy Commissioner office and participate in daily progress briefing at DC office on COVID-19 Vaccination.
- Established Liaison with District Health Officer in response to Communication activities.
- Established Liaison with Data Entry Operator at DEOC for compilation of daily NIMs data entry.
- Organized and made active participation in monthly coordination meeting with different stakeholders.
- Visits of functional CVCs centers for monitoring purposes.
- Leading role in preparation of field activities i.e micro-planning with the Union councils level EPI representatives, allocated outreach vaccinators, selected all partners staff as one team role and other line departments in the district for active and continuous CVCs vaccination.
- Supportive supervision of respective CVC.
- Worked on Backlog, correct and updated daily entries of vaccinated clients in National Immunization Management System by Data Entry Operator and maintained a record of hard copies with concerned health facility.
- Provide Stock to concerned CVC accordingly for vaccination and related supplies from Divisional Warehouse.
- Quarterly performance of vaccinator attached with CVC and report accordingly for future planning and accountability.
- Annual Pictorial report of celebrity's vaccination from outreach and share with high ups.
- Prepared and shared regular 'Vaccination Report' on weekly, Monthly and quarterly basis on prescribed formats.
- Maintained stock register of all stock for proper placement and utilization i.e furniture and fixtures.
- Maintained a proper record of equipment in facility equipment register.
- A strong liaison made between All District stake holders for outreach social mobilization activities and support in preparing work-plan for field activities.

Organization: World Health Organization

Position: Independent Monitor

Duration: Jan-2016 to April-2016.

Responsibilities:

- Extensive monitoring of the coverage in a wide range of Areas / households to ensure that post campaign assessments i.e NO missing have been made by CHW / vaccination teams.
- Reporting of PCM via HH Clusters
- Proper completion of Monitoring Checklists (Post-campaign Assessment)
- Preparation of Campaign Summary
- Conduct Market survey

Organization: Prime Organization

Position: Social Mobilizer

Duration: May-2015 to Sept 2015.

Responsibilities:

- Create awareness of project aim and objectives in the communities
- Motivate community people through orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Good in communication and flexible, able to present organization on different platforms.
- As team member, skills to motivate the community people and team members to develop project activities, planning and reporting.
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate the IEC material distribution among the communities

Organization: Prime Organization

Position: Data Entry

Duration: Dec 2014 to April 2015.

Responsibilities:

1. The position will monitor data integrity, security and accuracy information and ensure that it is readily available.
2. Responsible for data management, collection and analysis for project performance.
3. Coordinate with field team to complete the data sheets as per project requirement.
4. Organize existing data in a spreadsheet.
5. Verify outdated data and make any necessary changes to records.
6. Transfer data from hard copy to MS Excel.

Trainings/Workshops:

- Participated in 2 Days Training organized by People at D I KHAN.

- Facilitated Two Days Trainings to UPEC In-Charges at District Tank.
- Facilitated Two Days Trainings to Area In-Charges at District Tank.
- Participate in 3 Days TOT Training organized by CTC at Peshawar.

Skills:

- Ability to work in a team.
- Ability to coordinate with Project staff.
- Ability to participate actively in group discussion.
- Aptitude to manage and run the office activities smoothly.
- Ability to conduct need assessment and other surveys.
- Ability of Group formation and capacity enhancement.
- Ability of Building relationship with Religious Leaders, Elected Representatives and Government Line Departments and Agencies.
- Ability of Good Report Writings.
- Ability to conduct meetings with community members at village and UC level.
- Ability of Complete documentation and pictorial coverage of the social mobilization processes and project activities on regular basis.
- Works Collaboratively with others.
- Builds and Maintains Partnerships.
- To be able to travel to attend trainings and organizational meetings.
- Ability to mobilize community.
- Ability of Direct Interaction with community through various seminars, sessions and workshops.
- Ability of photography.
- I have the ability and temperament to adapt quickly to the new circumstances and working conditions. Apart from my credentials, I am proud to offer my integrity and loyalty.

Computer Skill:

- MS Word
- MS Office
- MS Excel
- Google Docs
- MS Power point
- Tableau
- Power BI

Languages

- English
- Urdu
- Pashto
- Saraiki

Reference: *1. Mr. Dr Akhlaq Nstop Tank (0333-9504221)*

2. Mr Israr Alam DHCSO Tank (0333-7035567).

3. Mr Noman Khan EX-DHCSO Tank (0343-9870120).
