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| **MUHAMMAD**  **IBRAHIM KHAN**  **M.A International Relations &**  **M.A Political Science**  **BED & DIT** | **mikhan919.isi@gamil.com**  **03346170718** |

**OBJECTIVE:**

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| **Father’s Name** | **:** | Muhammad Farid Khan |
| **DOB** | **:** | 11.02.1991 |
| **CNIC N0** | **:** | 11101-8875131-7 |
| **Contact No.** | **:** | +92-3346170718 |
| **Dmicile**  **Marital Status**  **Postal**  **Address** | **:**  **:**  **:** | Bannu KPk  Single  Anar Gali Kakki Taraf Awal p/o Kakki Tehsil Kakki Distt: Bannu KPk. |

Committed to secure a Challenging / Responsible position in a reputable organization with in the country / abroad through utilizing my qualification and skills for the betterment of the whole human being and myself. You will find myself as an excellent intra personal skills, dealing with IP staff and Govt. officers and leading teams.

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| **QUALIFICATIONS** |  |

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| **Academic Qualification** | **Year** | **Institution** |
| **SSC** | 2007 | BISE BANNU |
| **ICS** | 2009 | BISE BANNU |
| **BA** | 2011 | UST BANNU |
| **MA (I.R)** | 2014 | UOP PESHAWAR |
| **BED** | 2017 | AIOU ISLAMABAD |
| **MA (Pol. Science)** | 2020 | UST BANNU |

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| **Professional Qualification** | **Year** | **Board** |
| **Computer Short Courses** | 2009 | TTB PESHAWAR |
| **Safety Supervisor** | 2015 | TTB PESHAWAR |
| **DIT** | 2017 | KPBTE PESHAWAR |

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| **Experience by Departments** | | | | **Total experience** |
| **GULF INTERNATIONAL TRAVELS** | **Reservation Officer at Gulf International Travel Agency Bannu**  Booking , Dealing and Management | 5-July-2007 | 7-Aug-2010 | 3 Years |
| **BHU HAVED** | **Area Supervisor at UC HAVED**  Supervision, Team Support, Team leading and Team Training. | 7-Dec-2012 | 3-Nov-2014 | 2 Years |
| **PEI WHO Bannu** | **Tehsil Technical Monitor (TTM) at UC HAVED Bannu**  Supervision, Monitoring , Support and Data demonstration. | 5-Jan-2015 | 16-Jan-2022 | 7 Years |
| **PEI WHO Bannu** | **Tehsil POLIO Officer(TPO) Tehsil Kakki**  Supervision, Monitoring, Training of AICs, Social Mobilization, Good Communication skills | 17-Jan-2022 | Till to date | 2 Months |

**SUMMARY OF EXPERIENCE**

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| **Organizational Skills & Competencies** |  | **Computer Skills** |
| * Effective communication & analytical skills. * Strong negotiating skills and Self- motivated. * Strong written and verbal communication skills in English and in Urdu. * Effective and Fruitful Monitoring skills. * Good and Productive Supervision skills. * Problem solving, strong follow up skills & Work well in a Critical situation. * Supportive Team Training and Logistics management. * Strong Mongering skills. * Good skill about any type of difficult roster * Stress management. * Planning, organizing and controlling organization skills. |  | * MS Office 2000-2007-2010 (MS Word, MS Excel, MS Power Point,) * Operating Systems: Windows XP (All Versions) Windows Vista, Window 7 & Windows 8. * Familiar to HSE standards. * Browsing and supporting different Browsers. * Hardware and Software Installations * USE internet. * Used face book, Gmail, Skype. * Typing skills |

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| **1.** | **Experience With Gulf International Travels** |  | July 5th -2007 to  Aug 10th -2010 |

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| * Maintain all record of day to day dealing. * Control All the office work * Ticket booking and reservation * Management of office Data * Official Visits to Non local areas * Visas and Passport collections * Money Transections and Payments * Maintain over time record of staff  |  |  |  |  | | --- | --- | --- | --- | | **2.** | **Experience With BHU HAVED as**  **Area Supervisor** |  | Dec 7th -2012 to  Nov 3rd -2014 |  * Micro Plan Preparation * Data Collection and map preparation * Field Validation with Monitors * Supervision Planning * Team arrangement and Selections * Team Training and Supporting * Visiting different Schools/Madrassas * Logistic collection and Distribution * Tally sheets and Vaccine management * Team Leading and Supporting * Data Analysis and Data Compilations  |  |  |  |  | | --- | --- | --- | --- | | **3.** | **Experience With PEI WHO Bannu as TTM/TTSP** |  | Jan 5th -2015 to  Jan 16th 2022 |  * **Pre-Campaign Activities** * Rough Micro planning * UPEC Meeting Preparation and Effective agenda * Present different Issues of Last Campaign * Field Validation of Micro Plan * Disk Validation Of Micro Plan * Team training and Supporting * Supervision Plan preparation * Social Mobilization and Community Awareness * Logistics collection and Ensure its Arrival to BHU * **Intra-Campaign Activities** * ILR (Ice Lined Refrigerator) Maintenance and Check its Temp * VVM (Vaccine Vile Monitor) checking * Ensure Logistics * Ensure Security availability * Morning Assembly and instructions to Teams and AICs * Teams deployments * AIC deployments * Team Monitoring and Team supporting * Cluster taking and Supervision in the field * Matching of NT/NA/R/VBNFM with tally sheet and inform AIC/UCMO * Evening Meeting at BHU and Present different Issues to UCMO * Tally sheet Analysis * Data Compilation of Whole UC * Clusters Percentage and submission to Office * Vaccine management after return to BHU * **Post-Campaign Activities** * Miss Children coverage * Verification of NA/R/Zero by Zero/Locked Houses * Market Survey and PCA (Post Campaign Analysis) * LQAS  |  |  |  |  | | --- | --- | --- | --- | | **3.** | **Experience With PEI WHO Bannu as a TPO** |  | Jan 17th -2022 to  Till to date |  * **Pre-Campaign Activities** * Master Trainer of AICs and Teams * Supervision at Tehsil Level * Good Communication skills and A Good Social Mobilizer * Microplanning and UC’s MPQA * **Intra-Campaign Monitoring** * Supervision at Tehsil Level * Communication Support and Mobilization * Intra Campaign Clustering * Data Analysis and Compilation * **Post Campaign Monitoring** * Verification of NA/R/Locked and 0/0 HH * Market Survey * Missed Children Coverage Support * Zero Dose Coverage Supervision and Monitoring   **LANGUEGES**.   |  |  |  |  | | --- | --- | --- | --- | | **Languages** | **Speak** | **Read** | **Written** | | **English** | Yes | Yes | Yes | | **Urdu** | Yes | Yes | Yes | | **Pashto** | Yes | Yes | Yes | | **Panjabi** | Only Can Understand | NO | NO | |  |  | | |   **REFRENCES:**   * Name: Dr. YAR MUHAMMAD KHAN * Post held/Department: Assistant professor in Biochemistry * Place of the post: U.S.T BANNU * Contact No: 0332-9732032 * Email add: janbaznuar@yahoo.com |  |