



# MUHAMMAD NAVEED TAYYAB

Communication Block Officer

S/O MUHAMMAD SAEED

D.O.B: 04 March 1986

21E/105 POF WAH CANTT, TAXILA



## CONTACT

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## EDUCATION

Bachelor of Arts,

**AIOU ISLAM ABAD**

Communication Technician,

**PAKISTAN NAVY**

F.A (Arts),

**KARACHI UNIVERSTY**

Diploma in Computer,

**Q C COLLAGE VEHOVA**

Metric (Science),

**BISE Dera Ghazi KHAN**

## RELEVANT SKILLS

- Strong organizational administrative and analytical skills having four months experience as Communication Block Officer (CBO) and two years experience of Union Council Communication Officer (UCCSO).
- Strong negotiation skills for refusal conversions amongst community while having three years experience of TPSM (Transit Point Social Mobilizer) at Permanent Transit Post TRIMIN in Chip Training and Consulting (CTC) and one year experience as Social Mobilizer in PEOPLE.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- Proficient in using Excel for data analysis, creating spreadsheets, using formulas and functions.
- Proficient in using Word for creating and formatting documents, managing headers and footers.

I am dedicated to achieving the goals of the organization and view every challenge as an opportunity for growth and success. I understand that hard work is necessary, and I approach my tasks with focus, determination, and a strong work ethic, even when faced with high levels of pressure. I am committed to pushing through obstacles and finding innovative solutions to achieve the desired organizational objectives.

## PROFESSIONAL EXPERIENCE

**Communication Block Officer (CBO)**

**20 Dec 2023 up to date**

**Union Council Communication Officer (UCCSO)**

**01 Sep 2021 – 31 Oct 2023**

**Social Mobilizer (SM)**

**01 Apr 2021 – 31 Aug 2021**

**01 Mar 2021 - 31 Mar 2021**

**Transit Point Social Mobilizer**

**16 Dec 2017 – 30 Sep 2020**

**Professional**

**Employers**

**Private Limited**

**UC JALOO WALI**

**TAUNSA D.G.KHAN**

**Chip Training & Consulting**

**POLICE CHECK POST TRIMIN**

As a Communication Block Officer for COMNet in the polio field, I am responsible for facilitating effective communication between FLWs and the local communities, stakeholders, and partners in efforts to eradicate polio. My role involved developing and implementing communication strategies, conducting awareness campaigns, and building strong relationships with key individuals and organizations.

### Key Responsibilities:

- ✓ Communication Strategy Development.
- ✓ Awareness raising for Polio Campaigns.
- ✓ Community Engagement to establish strong relationships with community.
- ✓ Training and Capacity Building of FLWs.
- ✓ Monitoring and Evaluation during polio SIAs.
- ✓ Coordination to ensure a unified approach towards polio eradication efforts.
- ✓ Participated in coordination meetings and shared best practices and lessons learned. □

### Achievements:

- ✓ Successfully increased polio vaccine acceptance rates.
- ✓ Increased trust and participation through developing and implementation a community-led initiative to address misconceptions and rumours about polio vaccination among PC and HRMP Community.

### Skills Utilized:

- ✓ Excellent communication and interpersonal skills to engage with various stakeholders and build trust.
- ✓ Strong understanding of cultural sensitivities and ability to adapt communication strategies accordingly.
- ✓ Proficient in designing and delivering effective training sessions.
- ✓ Strong analytical and problem-solving skills to assess communication needs and develop appropriate strategies.
- ✓ Knowledge of monitoring and evaluation methodologies to measure the impact of communication interventions.

## RELEVANT SKILLS

- Three Years experience in office administration in Pakistan Navy.
- Three Years experience as a computer operator in Pakistan Navy.
- Proficient in creating dynamic and visually appealing presentations using Power Point, including slide design, animations, transitions, and embedding multimedia elements.
- Seven Years experience as Communication Technician-II in Pakistan Navy and possesses vast experience to handle following communicational services
  - DVBS (Digital Video Broadcasting System)
  - POSTMAN-II (Communication System)
  - Wide Area Networking (WAN)
  - Local Area Networking (LAN)
  - SATCOM Equipment
  - Voice Frequency Telegraphy (VFT System)
  - HF Receivers
  - UHF Link System
- Two years experience as Communication technician-II onboard Pakistan Navy Ship ZULFIQUAR (Destroyer)
- Two years experience against Nuclear, Biological and Chemical attack at NBCD School PNS KARSAZ.
- Management Director of AGHOSH Hotel at KHAD BUZDAR since 2019.

## PROFESSIONAL EXPERIENCE

### Office administration 2006 –2009

PAKISTAN NAVY  
COMMUNICATION CENTER  
KARACHI

- Manage and oversee all administrative operations of a busy office, including managing calendars, scheduling meetings, and coordinating travel arrangements for executives and staff members.
- Develop and implement office policies and procedures to ensure smooth operations and efficient workflow, resulting in improved productivity and reduced administrative errors.
- Serve as the point of contact for all internal and external stakeholders, handling inquiries, resolving issues, and providing excellent customer service.
- Maintain and update employee records, including attendance, leaves, and performance evaluations, ensuring accuracy and confidentiality.
- Prepare and distribute correspondence, reports, and presentations, ensuring accuracy and professionalism in all communications.
- Coordinate and organize office events, such as team-building activities, staff meetings, and training sessions, ensuring smooth execution and high employee engagement.
- Collaborate with cross-functional teams to support project management and ensure timely completion of tasks and deliverables.

### Communication Technician 2003 –2009

KARACHI WIRELESS  
PNS HAIDER, KARACHI

Served, seven years, as a Communication Technician-II in the Pakistan Navy, with expertise in handling various communication services.

- Proficient in operating and maintaining the DVBS (Digital Video Broadcasting System) to ensure efficient video broadcasting capabilities.
- Skilled in utilizing the POSTMAN-II Communication System to facilitate effective communication within the organization.
- Experienced in managing Wide Area Networking (WAN System) to establish reliable and secure connections between remote locations.
- Proficient in setting up and maintaining Local Area Networking (LAN System) to ensure seamless communication within a specific area or department.
- Well-versed in operating and troubleshooting SATCOM Equipment, ensuring uninterrupted satellite communication services.
- Knowledgeable in Voice Frequency Telegraphy (VFT System), enabling efficient transmission of messages using voice frequencies.
- Proficient in operating HF Receivers, ensuring accurate reception and decoding of high-frequency signals.
- Skilled in managing UHF Link Systems, facilitating reliable and efficient communication within the ultra-high-frequency range.

### Communication Technician 2005 –2007

PNS ZULFIQUAR  
KARACHI

Served as a Communication Technician-II onboard the Pakistan Navy Ship ZULFIQUAR (Destroyer) for two years. During this time, I gained valuable experience in maintaining communication systems in a maritime environment.

# MUHAMMAD NAVEED TAYYAB



Communication Block Officer  
21E/105 POF WAH CANTT, TAXILA

## Dear HR,

I am writing to express my interest in the Data Analyst Job at Islam Abad. With my extensive experience in communication, community engagement, and administration, I am confident in my ability to contribute to the success of your organization.

I have had the privilege of serving as a Communication Block Officer (CBO) and Union Council Communication Officer (UCCSO) for COMNet in the polio field, where I was responsible for facilitating effective communication between frontline workers (FLWs) and the local communities, stakeholders, and partners. In this role, I developed and implemented communication strategies, conducted awareness campaigns, and built strong relationships with key individuals and organizations. Through my efforts, I contributed to the eradication of polio in the community. This role allowed me to further enhance my communication and negotiation skills, particularly in refusal conversions amongst the community.

Additionally, I have three years of experience as a Transit Point Social Mobilizer (TPSM) at the permanent transit post TRIMIN in Chip Training and Consulting (CTC). I also have one year of experience as a social mobilizer in people, where I honed my organizational, administrative, and analytical skills.

Furthermore, my seven years of experience as a Communication Technician-II in the Pakistan Navy have provided me with a strong technical background in various communication systems, including DVBS, POSTMAN-II, WAN, LAN, SATCOM, VFT, HF receivers, and UHF Link System. I also gained valuable experience in handling communicational services onboard the Pakistan Navy Ship ZULFIQUAR (Destroyer) and in dealing with Nuclear, Biological, and Chemical attacks at the NBCD School PNS KARSAZ. These experiences have equipped me with the ability to adapt to challenging environments and manage conflicting demands.

In addition to my technical skills, I am proficient in using Microsoft Office Suite, including Excel for data analysis and creating spreadsheets, Word for document formatting and management, and PowerPoint for creating dynamic and visually appealing presentations. These skills have proven invaluable in effectively conveying information to diverse audiences.

Most recently, I have been serving as the Management Director of AGHOSH Hotel at KHAD BUZDAR since 2019. This role has allowed me to further develop my leadership and managerial skills.

I am excited about the opportunity to contribute my skills and experiences to your organization. I am confident that my strong communication, organizational, and analytical skills, coupled with my technical expertise and ability to thrive in high-pressure situations, makes me an ideal candidate for the Communication Officer position.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your organization's needs. Please find my resume attached for your review.

Best regards,

A handwritten signature in black ink, appearing to read 'Muhammad Naveed Tayyab'.

Muhammad Naveed Tayyab  
Communication Block Officer