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| **Masud Ur Rahman** |
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**Team Assistant/ Union Council Polio Officer Mardan**

**World Health Organization**

**From December 2014 to Feb 2021**

**Data Collection and Anaysis**

* Reporting union council readiness report for polio campaign.
* Ensure vaccine and logistics for coming campaign.
* Reporting of morning and Evening reports during the campaign.
* Making dashboard and presentation in Ms. Excel for NA, Refusals and coverage percentage during Campaign.
* Reporting of cluster report of Mardan District during the campaign.
* Reporting market survey and post Campaign monitoring report.
* Reporting post campaign cluster report.
* Maintain AFP surveillance line list for district.
* Prepare dashboard for AFP cases union council wise in district Map.
* Maintain zero and active sites for AFP surveillance and zero dose children.
* Reconciliation of AFP cases with DPCR and EPI section during campaign and weekly.

**Procurement management:**

* Requisition
* Financial budget for purchases
* Approval from management
* Quotations
* Comparative statement
* Selection of vendor
* Good received note (GRN)
* Payments of bills

**Security Clearance:**

* Security clearance of WHO Staff for out of districts visits through UNDDS
* Stay arrangement in approved hotels
* Ensure approved vehicles and driver.

**Fleet/vehicles management:**

* Comparative statement
* Approval bills
* Log book to be maintain
* Vehicle maintenance

**Record Keeping**

* Prepare and maintain employee personal file in hard and soft
* Maintaining all staff leave statement
* Maintaining all health documents
* Record all the fixed assets
* Supervision of all support staff
* Purchases of office supplies and training material
* Ensure office decorum
* Maintain premises, ensure clean safe and comfortable working environment
* Maintain all vehicles for daily field activities.

**Event Management:**

* Requisition
* Venue arrangement
* Stationary
* Banner
* Camera
* Multimedia
* Attendance and T.A Sheet

**Field Activities**

**(Pre-Campaign)**

* **Micro planning**: - Assist in preparations & updating SIA micro plan .Validate the micro plan in the field. Help in identifying and mapping high risk areas in the specific UC.
* Assist & selected appropriate vaccinators as per given criteria and in their distribution as per need.
* Trainings:- Assist the DPEO & district trainers in planning, coordinating and organizing training sessions for vaccination teams & supervisors.

**(During & Post Campaign)**

* **Monitoring**: - Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO
* Ensure proper implementation of SIAs with special attention to hard –to-reach areas and underserved high risk populations.
* Attended the daily Evening reviewed meeting at UC level for SIAs and record the findings /observations for corrective action on the following day of the campaign.
* Participated in preparation of realistic Catch up plan for missed children and monitor their implementation.

**AFP Surveillance**

* Collection and submission of weekly zero reports from all HCPs in their UC to DHO every Monday
* Visiting all priority 3 AS sites and assigned informal health care providers, to inquire about AFP cases
* Visiting all health facility Focal persons in the UC to inquire about AFP cases recently admitted
* Immediate reporting of any AFP case found to the PEO/DSC
* Facilitating in AFP case investigation and stool sample collection

**Admin Officer  
Human Development Foundation North America   
(From Jan 2008 to November 2014)**

**Office coordination:**

* Report collection of different section on weekly bases and monthly bases.
* Compiling the reports of different section for region and national office
* Coordination among different sections for office activities.
* Coordination between office staff and field staff for daily activities

**HR Administration management:**

* Prepare and maintain employee personal file in hard and soft
* Ensure and maintain all staff contacts
* Maintaining all staff leave statement
* Maintaining all health documents and file of staff
* Advertise all the new position on newspapers and web site
* Maintain all staff attendance record in hard and soft
* Record all the fixed assets in soft and hard
* Supervision of all support staff
* Purchases of office supplies and training material
* All type of correspondence with national office and with regions
* Ensure office decorum
* Maintain premises, ensure clean safe and comfortable working environment
* Maintain all vehicles for daily field activities.

**Event Management:**

* Requisition
* Venue arrangement
* Stationary
* Banner
* Camera
* Multimedia
* Attendance and T.A Sheet

**Procurement management:**

* Requisition
* Financial budget for purchases
* Approval from management
* Quotations
* Comparative statement
* Selection of vendor
* Good received note (GRN)
* Payments of bills

**Cash Management/imprest fund:**

* Preparing cash request on weekly bases
* Maintain petty cash record on daily bases
* Reconciliation of cash record with accounts section
* Clear all the pervious petty cash figure before new cash request
* All the cash advance requests are properly approved by the manager
* All the purchases under five thousand are deal on cash

**Fleet/vehicles management:**

* Vehicle haring
* Requisition
* Call for quotation
* Quotation
* Comparative statement
* Approval bills
* Log book to be maintain

**Accountancy:**

* Preparing voucher on daily bases
* Maintain the record in excel sheet of daily expense
* Reconciliation of cash statement with accounts section before every cash advance
* Submit vouchers to Account section.

**IT Responsibilities:**

* Installing and maintaining Local and wide area networking in Office
* Installing windows to new computers
* Debugging all types of problems of office computers
* Updates and install all new software
* Maintaining all types of hard wears
* Fully command on MS office

**Livelihood officer  
Human Development Foundation North America**

**(From April 2005 to Dec 2007)**

**Credit MIS:**

* Entering all the disbursement and recoveries
* Generate daily, weekly and monthly reports
* Generate reports for analysis and quarter presentation

**Joint Ventures with the community (livestock):**

* Disbursement of livestock cases to the community in a form of animals
* Formation of purchase and sale schedule for the community partner.
* Maintain all the record of purchases and sale on office level
* Monitoring of all joint venture cases on field level
* Monitoring all the disease of animals.
* Linkages with veternity Doctors and Livestock Department
* Reconcile the profit and loss statement with finance section on monthly bases.
* Prepare monthly progress report of micro Credit in excel sheets
* Write Case Studies on Quarterly Bases.

**Joint Ventures (Small Enterprise):**

* + Responsible for the production of cement block factory in the community  
    Ensuring labor and daily production.
  + Purchases of all the raw materials for the cement block factory
  + Maintain all the production records on daily bases.
  + Maintain all the records of sale of blocks on daily bases
  + Monitoring solving any type of problem on ground.
  + Reconcile the profit and loss statement with finance section on monthly bases.
  + Prepare monthly progress report of purchase, sale and loss in excel sheets.

**Micro Finance:**

* Disburse Micro Credit Cases through cheques
* .Maintain all the records of Micro Credit Cases in soft and in hard.
* Maintain the recovery record on daily bases.
* Reconcile the disbursement and recovery with the finance section on monthly bases.
* Monitoring of Credit cases on field level on monthly bases.
* Maintain Management Information system of micro Credit
* Prepare monthly progress report of micro Credit in excel sheets
* write Case Studies on Quarterly Bases.

**Officer Assets   
Askari Commercial Bank LTD  
(From Feb. 2004 to March 2005)**

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| **Officer Assets:** |
| * Marketing for Personal Finance * Mortgage Finance and Car finance to all Forces and other organization * Reporting the Credit Report to the Head Office on Monthly Bases. * Prepare the sanction Report for the Loan. * Introducing New programs of Askari bank |
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| **Training/ Courses attended:**   * **Ten days security and safety training Attended** * **Three days Social Mobilization training Attended** * **Three days Good selling skill of marketing training attended** * **Three days training attended on Micro finance** * **One week training on Data Base attending** |
| |  |  | | --- | --- | | **Education:**  Degree Name | MBA(IT/MIS) | | Level Attained | Master Degree | | CGPA | 3.40 /4.00 | | Institute | NWFP Agriculture University Peshawar | | Address | Peshawar, Pakistan | | Session | 2001 - 2003 | | Majors | Management Information System, Accounting, Monitoring and evaluation Organization Behavior, Project Management | |  | | | Degree Name | BSc | | Level Attained | Bachelor’s Degree (2-3 Years) | | Aggregate % | 56.00 | | Institute | University of Peshawar | | Address | Mardan, Pakistan | | Session | 1999 - 2000 | | Majors | Maths A Maths B Stats | |  | | | Degree Name | Fsc | | Level Attained | High School / A Levels (12 Years) | | Aggregate % | 51.00 | | Institute | NisarShaheed College Risalpur | | Address | Risalpur, Pakistan | | Session | 1997 - 1998 | | Majors | English Urdu Pakistan Studies Islamic Education Mathematics Physics Chemistry | |  | | | Degree Name | Metric | | Level Attained | Matriculation / O levels | | Aggregate % | 69.00 | | Institute | The Mardan Model School Mardan | | Address | Mardan, Pakistan | | Session | 1995 - 1996 | | Majors | English, Urdu, Islamyat, Pakistan Studies, Mathematics Physics, Chemistry and Biology. | |
| **References:**   * Dr. Muhammad Humayun Area Coordinator Mardan Division World Health Organization Mardan Cell # +92-3009176468 * Dr. Jehangir Khan M&E Officer World Health Organization +923419864443 * Muhammad Ishaq Regional Program Manager Human Development Foundation Cell: +92-3429192364 |
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