

Curriculum Vitae

MEHBOOB ASAD

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PERSONAL DETAILS

- Father's Name: Mir Maule Bakhsh
- CNIC NO: 51602-9451948-1
- Date of Birth: 07/05/1994
- Gender: Male
- Language: Brahvi, English, Urdu, Balochi and Pashto
- Nationality; Pakistani
- Province; Balochistan
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PERSONAL SUMMARY

Postgraduate degree holder, having 6 year experience of Field Enumerator/I/teaching /Supervisor/administration in public/private sector with national and International organizations/NGOs. Currently seeking a suitable position where I could utilize my skills for any prestigious organization.

OBJECTIVE

I am a professional, seeking a career that fits my professional skills, which offers challenging opportunities, an excellent cooperative working environment, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures.

EDUCATION

- Masters in English from University of Balochistan in 2nd division.
- BA from University of Balochistan in 2nd division.
- FSc (pre-medica) from Balochistan Board Quetta in 2nd division.
- Matric from Balochistan Board Quetta in 1st division.

PROFESSIONAL DEGREE

- i. B-ed from University of Balochistan in 1st division.
- ii. BP-ed from university of Balochistan in 1st division.
- iii. 1 year diploma of Patwari from (TTC).

Diploma

- Advance computer course from Youth Academy of English Language and Information Technology.
- Civil Defence First Aid Training course from Civil defence training center Quetta Balochistan.
- English Language diploma from Universal academy Zarghoon road Quetta.
- English language and Accent course from English learning and accent training center Quetta.

Achievements

- Outstanding performance award of administration 2023 in Falcon institute.

- Best performance certificate of 2021 in private institute.
- Up to the mark performance certificate in the field of teaching in 2019.
- Tremendous performance in the field of settlement during field.

EXPERIENCE (6 Years)

Job Title: Enumerator
Organization: GAT Consulting Pvt Ltd and L Balochistan.
Funded by: World Food Program (WFP)
Program: Survey and Monitoring on Nutrition project
Duration: (5 Months)

Duties:

- Close Liaison with the field team to execute daily field plan
- Real time assistance to the field team, community mobilization
- Real time data quality checks of surveyed HH
- Trained the field staff on the conduction of the survey
- Coordinated with the central team on the arrangements of the training
- Visit of the field for monitoring of the test
- Real time coordination with the district health and EPI authority and field staff for smooth conduction of survey
- Compiled the results of the survey and conveyed to central team.

Job Title: Enumerator
Organization: APEX Consulting Pvt Ltd and Quetta Balochistan.
Funded by: UNDP
Program: Survey and Monitoring
Duration: (5 Months)

Duties:

Real time data quality checks of surveyed HH

- trained the field staff on the conduction of the survey
- Coordinated with the central team on the arrangements of the training
- Visit of the field for monitoring of the test

Job Title: Admin Officer
Organization: Private instate Quetta Balochistan.
Program: Monitoring and administration
Duration: (5years)

- Researches, coordinates, composes, develops, and presents technical reports to various departments, committees, or commissions.
- When licensed, reviews, approves, signs, and seals survey documents.
- Drafts, maintains, and implements standards and guides for surveying staff.
- Performs other related duties as assigned
- Letter Typing , making power point presentations
- I.T Related Tasks
- Office Managements
- Arranging and Organizing Events
 - **Job Title:** Teacher
 - **Organization:** Private instate Quetta Balochistan.
 - **Program:** lesson Plan and teaching , English Language
 - **Duration:** (4 years)
- Drafts, To teach the students and show them right path.
- Making of lesson plan in a daily basis.

- Organize and look out all programs of institute.
- Through new teaching skills make road plans.
- Applying an advance grammar rules

Job Title: Enumerator

Organization: Pakistan center for philanthropy (PCP) Balochistan.

Program: Survey on Charity

Duration: (1 Month Survey)

- Oversees the development, maintenance, planning, and preparation of surveying procedures, systems, and projects.
- Projects may include implementation of global positioning systems (GPS) and geographic information systems (GIS), indexing documents and maps, and records maintenance.
- Reviews the work of staff to ensure that surveying principles are correctly applied, calculations are accurate, and work is compliant with the Professional Land Surveyors Act, the Subdivision Map Act, and other applicable local, state, and federal laws, guidelines, and standards.
- Collaborates and coordinates with civil engineers, project managers, and other employees regarding field surveys.
- Resolves complex office and field surveying problems using a variety of tools and applications.
- Researches, coordinates, composes, develops, and presents technical reports to various departments, committees, or commissions.
- When licensed, reviews, approves, signs, and seals survey documents.
- Drafts, maintains, and implements standards and guides for surveying staff.
- Performs other related duties as assigned

Job Title: Internee (Part time)

Organization: Prime Minister Youth Training Scheme (University Of Baluchistan Quetta)

Program: PMYTS (Funded by Govt of Pakistan)

Duration: (1 Year)

Duties:

- Letter Typing , making power point presentations
- I.T Related Tasks
- Office Managements
- Arranging and Organizing Events
- File Keeping
- ✓ **TRAININGS / WORKSHOPS ATTENDED:**
- Attended Regularly Trainings on Zoom, Google Meet, Google Teams and DUE
- Attended Trainings Before every Polio Campaign on Supporting of Health Staff held by **WHO** at WHO Office DC Complex S, Mastung and Quetta.
- Attended training of rule of law and justice by APEX in Quetta.

✓ **AREAS OF EXPERTISE**

- Data Collection
- Reporting
- Office Management
- Administrative support
- Report writing
- Presentations
- Diary management
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Interested in:

- Reading Books, Research, Novels.

- Interested in Extra groups and sharing the knowledge with friends and mobilizing the community.
- Strong Communication skills.
- Interested in Football and Cricket.

Skills

- I. MS office, Excel and Word & Power point.
- II. Tutor in institute.

References:

Zaheer Durrani: Director of Falcon Education institute.

Mobile No# 0313-8811209

Mir Bhadur Khan Langove: Director of Universal education institute Quetta.

Mobile No# 0333-8326432

Faisal Nadeem: ADE Mastung.

Mobile No#03337912020