

Resume



Muhammad Abdullah Rabbani

Address: Tehsil Jalal PurPir Wala District Multan.

Contact Information:

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CNIC No. : 36301-8712773-9
Domicile : Multan
Marital Status : Married
Language : English, Urdu, Punjabi. Saraiki
Interests & Hobbies : Cricket, Internet Surfing, Electronic Media

Objective:

I intend to be part of an organization having dynamic, culturally diverse environment where I can add value with my skills, experience, ideas and passion for growth. At present, looking for a position with availability of personal and professional growth.

Academic History:

<i>Degree</i>	<i>Passing Year</i>	<i>Board / Institute</i>
Matric	2010	BISE Multan
F.A	2013	BISE Multan
B.S (Economics)	2017	BZU University
M.A Urdu	2019	Sargodha University
B.ED	2019	AIOU Islamabad
M.PHIL (URDU)	2021	LAHORE LEADS UNIVERSITY
M.ED	2022	AIOU Islamabad

Computer skills:

➤ ***Computer Software Installation, Modification and Maintenance***

Operating System, Window 98 to Window 7, Command Prompt,

Internet and External Environmental Installation, Drivers.

➤ ***Internet Maintenance, Surfing, Browsing, E-mail Etc.***

Maintaining the Connection, Surfing and Browsing the

Internet's webs, E-mail, upload, download.

Microsoft Office Work on all version of office (97 to 2013)

M.s Word, M.s Excel, Power point, M.s Accesses

SHORT COURSE:

Punjab Vocational Training Council (2018 Lahore)

Operate Computer, Install Windows 7, Install MS-Office

Keeping Email Record, Prepare Official Letters,

Internet Surfing.

Certificate in Office Management (COM) 2017

Basic IT, Windows-XP2000, MS-Word, Excel, PowerPoint,

InPage (Urdu), Internet Email.

Diploma in AutoCAD 2D, 3D & 3Ds MAX (2017)

(Windows-2000/XP, AutoCAD 2D / 3D, 3Ds MAX)

CERTIFICATE:

Punjab youth festival (2012)

Cricket & Football

Diploma in AutoCAD 2D, 3D & 3Ds MAX (2017)

(Windows-2000/XP, AutoCAD 2D / 3D, 3Ds MAX)

Certificate in Office Management (COM) 2017

Basic IT, Windows-XP2000, MS-Word, Excel, PowerPoint, InPage (Urdu),

Internet Email.

Certificate of appreciation (SPO)

Outstanding contributions & achievement in Aawaz II programme 2021-2022

British Council Certificate

Aawaz II – Promoting Gender and Inclusion (Multan, punjab)2021-2022

Experience:

FLOOD EFFECTS SURVEY

One month project of flood effects survey in rural areas in jalala pur pir wala under Assistant commissioner Jalal Pur Pir wala in 2014.

CONCEPT SCHOOL(Computer Operator)

One year Assistant computer Operator in concept school systems.(2016 to 2017)

PEF(MONITORING)

1 Month PEF School monitoring in District Multan 2017

FAFEN

Worked as a Assistant Constituency Coordinator general election in jalal pur pir wala (2018)

- Monitoring
- Facilitate observer
- Data submit to coordinator

FAFEN

Worked as Election Observer by election in jalal pur pir wala (Multan)

3 days training and one day field.

Teaching(Right Way Public School)

One year Teaching Experience as teacher right way public school. Jalal pur pirwala Multan (2017 to 2018)

OPM(Oxford Policy Management)

Worked as enumerator on a Household Survey named BENAZIR INCOME SUPPORT PROGRAMME (BISP) IMPACT EVALUATION PHASE II: District Rahim Yar Khan. (18thFebruary 2019- 10th May 2019)

AGHA KHAN (TPVICS)

Worked as a enumerator in TPVICS project in district multan & vihari (18 september 2020 to 17 november 2020)

PHC GLOBAL (PRECISION HEALTH CONSULTANTS)

As field associate in the project titled “PATH:TCV mas immunization campaign, advocacy and commination TA implementation and implementation Phase II muzzafargarh Punjab Pakistan.(15April 2021 to 10 June 2021)

- Social mobilization & conducting the meeting with stakeholders for easier implementation of the project in the community

- To facilitate and monitor team during field activities
- Arrange and conduct community session along with UC facility based staff to sensitize community member
- Develop linkages and referral pathway for the complicated cases from community to health facility
- Communicate aims and objectives of study with community and respondents officer

Apex Consulting

Post Polio Campaign Monitoring 20th Round Apex Consulting Pakistan in district Multan.

BRITISH COUNCIL

Participated as a Community Facilitator in Aawaz II- Promoting Gender and Inclusion(Multan, Punjab 2021-2022

- Aawaz change agent trainings
- Social action projects(SAPs)
- Aawaz II thematic areas
- Community Seminars

SPO (Strengthening Participatory Organization)

Working as a Community Outreach Officer in SPO (Aawaz II program) tehsil jalal pur pir wala district Multan(17 Nov 2021 to 31 Dec 2022).

- Child Labor
- Gender Base Violence
- Early and Force Marriage
- Social Inclusion
- PWD's
- Women Rights
- Births Registration
- Minorities
- Transgender
- Tehsil Dialogue
- Women learning forum
- Village forum meeting
- Collective community action plan(CCAP)

OPM(Oxford Policy Management)

Worked as a enumerator on a project Aawaz II: Independent Feedback, Operational Reviews, and Monitoring (I-FORM) in four district of Punjab Multan, Lodhran, Rahimyar khan, Narowal. March to May (2023).

- Beneficiary Feedback: Inclusion
- Spot Checks: Birth Registration System
- QA Filed Monitor Interviews
- UC Sectary Interviews

HRLC / JICA

Worked as a social mobilizer on social mobilization activities for improving MCH services in LHW un-Covered areas in district vehari, khanewal and multan (july 2023 to Nov 2023)

- Develop repo with BHU/ RHC/THQ staff of designated by project
Introduce the objective of the project with local community activities with influential (male , Female)
- Finalize the venue for training sessions in consultation with local village elders / influential and volunteers
- Identify potential volunteer for each location and facilitate guide those volunteers for preparing training batches for married women (PLWs / Adolescent young girls) and Men (Husband / Father)
- Conduct screening of under 5 years children who accompanied with their mothers at the time of the training
- Facilitate the field staff of government representative from the respective vicinity for monitoring of the project Activities

Personal Attributes:

Be honest and trustworthy be respectful. Possess cultural awareness and sensitivity, flexible, demonstrate sound work ethics.

Declaration:

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.

Last words

Given the chance I would leave no stones unturned to give the best of my abilities to serve the come with utmost sincerity and creating a very pleasant working environment among the team members keeping in mind the University reputation and profitability at the foremost priority .

Muhammad Abdullah Rabbani