Muhammad Amir Jan

**Experience** 10 years 11 mons

**Current salary**  88855

I wish to serve for the country and society that we live in, to become an active member of the organization, accept challenges, contribute to organizational goals, and further improve my professional skills. I can work on my own initiative or in a team. I will be pleased to have an opportunity to serve people.

# Personal Information

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| --- | --- | --- | --- |
| **Email** | amirjanwazir@gmail.com | **Date of birth** | 1st March, 1984 |
| **Contact No#** | 03329178774 , 03201910830 | **Gender** | Male |
| **CNIC #** | 21506-2954304-7 | **Domicile City** | North Waziristan |
| **Country** | Pakistan | **City** | North Waziristan |

**Address** Tochi Tall Kala Borakhel tehsil and post office Miranshah North Waziristan

# Education

## GOMAL UNIVERSITY

MBA (1561/2100) 2007 - 2008

I passed MBA (finance) in 2008 from Gomal University DIKhan and obtained 1561 marks out 2100

## GOMAL UNIVERSITY

BBA (1443/2000) 2004 - 2006

I passed BBA 2 year in 2006 from Gomal University DIKhan and obtained 1443 marks out of 2000

## GOVT DEGREE COLLEGE MIRANSHAH

F.SC (578/1100) 2001 - 2003

I passed F.SC exam in 2003 from govt degree college Miranshah North Waziristan and Obtained 578 marks out of 1100

## KURAM MODEL HIGH SCHOOL MIRANSHAH

MATRICULATION (406/850)

## Science

1990 - 2000

I passed matriculation in 2000 from kuram model high school Miranshah and obtained 406 marks out of 850

# Experience

## CTC

TPO

## 2021 - Currently Working

* Preparation of pre Campaign activities
* Participation in tehsil level TPEC meetings
* Facilitation of UC and Distt level pre campaign training
* Insuring logistics supply to UC and area level before the campaign.
* Participation in social mobilization activities.
* Responsible for PTP (Permanent Transit Point ) data implementation
* To prepare team AS and teamTraining plan.
* To prepare Monitoring & Supervision Plan of Campaign
* Arrangement of community AFP awareness Session.
* Ensuring visiting to informal health care providers in AOR.
* Submission of Zero report of health facilities to DPCR.
* Facilitate DSO while investigating AFP cases.
* Supporting stool collection process to DSO.
* Monitoring of micro plans filed and disk validation.
* Communicated the concern staff data of WHO with PEO.
* During campaign monitoring & supervison of teams in the field.
* Campaign data Analysis.
* In the absence of PEO responsible for all data and others coordination.
* Conducting post campaign LQAS and market survey.
* Responsible of Concern Tehsil UCPO, s.
* Responsible of RSP Data and coordination with them.
* Participate in DPEC/ Readiness meeting.
* Participate in Distt level pre and post campaign Meeting.
* Participate in Distt level surveillance and EPI meeting.
* Participate in Distt level campaign evening meeting

## CTC

TCSP

## 2019 - 2021

* Preparation of pre Campaign activities
* Participation in tehsil level TPEC meetings
* Facilitation of UC and Distt level pre campaign training
* Insuring logistics supply to UC and area level before the campaign.
* Participation in social mobilization activities.
* Responsible for PTP (Permanent Transit Point ) data implementation
* To prepare team AS and teamTraining plan.
* To prepare Monitoring & Supervision Plan of Campaign
* Arrangement of community AFP awareness Session.
* Ensuring visiting to informal health care providers in AOR.
* Submission of Zero report of health facilities to DPCR.
* Facilitate DSO while investigating AFP cases.
* Supporting stool collection process to DSO.
* Monitoring of micro plans filed and disk validation.
* Communicated the concern staff data of WHO with PEO.
* During campaign monitoring & supervison of teams in the field.
* Campaign data Analysis.
* In the absence of PEO responsible for all data and others coordination.
* Conducting post campaign LQAS and market survey.
* Responsible of Concern Tehsil UCPO, s.
* Responsible of RSP Data and coordination with them.
* Participate in DPEC/ Readiness meeting.
* Participate in Distt level pre and post campaign Meeting.
* Participate in Distt level surveillance and EPI meeting.
* Participate in Distt level campaign evening meeting.

## WHO

TCSP

## 2015 - 2019

* Preparation of pre Campaign activities
* Participation in tehsil level TPEC meetings
* Facilitation of UC and Distt level pre campaign training
* Insuring logistics supply to UC and area level before the campaign.
* Responsible for PTP (Permanent Transit Point ) data implementation
* To prepare team AS and teamTraining plan.
* To prepare Monitoring & Supervision Plan of Campaign
* Arrangement of community AFP awareness Session.
* Ensuring visiting to informal health care providers in AOR.
* Submission of Zero reports of health facilities to DPCR.
* Monitoring of micro plans filed and disk validation.
* Communicated the concern staff data of WHO with PEO.
* During campaign monitoring & supervison of teams in the field.
* Campaign data Analysis.
* In the absence of PEO responsible for all data and others coordination.
* Conducting post campaign LQAS and market survey.
* Responsible of Concern Tehsil UCPO, s.
* Responsible of RSP Data and coordination with them.
* Participate in DPEC/ Readiness meeting.
* Participate in Distt level pre and post campaign Meeting.
* Participate in Distt level surveillance and EPI meeting.
* Participate in Distt level campaign evening meeting.

**WHO** UCPO **2012 - 2015**

* Participation precampaign activities
* Participation in MP revision, Desk and field validation of MP
* Participation and conducting AS and team training plan.
* Participation in the UPEC meetings.
* Ensuring logistics supply to the UC before starting the campaign.
* Participation in social mobilization activities before the campaign.
* Preparation of UC level monitoring and supervison plane .
* Monitoring and supervison during campaign.
* Participate in daily UC level evening meetings .
* Daily campaign tally sheet data analysis.
* Reporting of campaign data to district levels.
* Participate in Post Campaign activities.
* Conducting PCA activity after campaign.
* Responsible for PTT (Permanent Transit Teams )
* Communicated the concern staff data of WHO with PEO.
* Participate in surviellance related sessions.
* Visiting of informal health care providers in concerned UC.
* Facilitate PEOs while investigating AFP cases.

# Skill

## PEACHTREE

**Excellent**

**Last used** 3rd April, 2010

Peachtree Pro Accounting Software which provides fast start-up, check writing, invoicing, purchasing, bank reconciliation, item tracking, basic inventory, payroll, purchase orders, sales orders and much more.

## ACIT

**Good**

**Last used** 24th January, 2023

The Advanced Certificate of Information Technology reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

# Certification

**ACIT** From (SDC) SDC/GICS/6338 - 30th July, 2006

The Advanced certificate of Information Technology reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

# References

## Dr.farman

**Immunization Officer** *at* **World Health Organization** (8 years)

**Professional** fkhan@who.int 03339726971

## Dr.naeem

**Area Coordinator** *at* **World Health Organization** (5 years)

**Professional** wazirn@who.int 03339412037

## Wajid Rehman

**Dhcso** *at* **Comnet** (2 years) **Professional** wajidtcsp@gmail.com 03335014606