 Muhammad Ashraf Khan

mashrafustb@gmail.com +923339729270

**Education**

* MBA-Finance: Muhammad Ali Jinnah University Islamabad
* BBA-IT(Hon`s)*:* University of Science and Technology Bannu
* F.SC-Pre-Engineering: Board of Intermediate and Secondary Education Bannu
* Metric-Science: Board of Intermediate and Secondary Education Bannu

**PERSONAL INFORMATION**

Father’s Name: Aqleem Khan

Date of Birth: 16-04-1987

NIC No: 11101-4559087-7

Domicile: Bannu

Permanent address: Shahbaz Kakki Post Office Kakki Tehsil Kakki District Bannu

Mailing Address: C/O Nazim Aqleem Khan Shahbaz Kakki Post Office Kakki Tehsil Kakki District Bannu

Religion: Islam

Nationality: Pakistan

Mother Language: Pashto

**Key strengths**

* Planning, Coordination & Communication in emergency context at Tehsil and District Level
* Monitoring & Evaluation
* Campaign data analysis at Tehsil level
* Community surveillance
* SIA`s Micro plan preparation, revision & validation
* High risk mobile population mapping, supervision and monitoring
* Routine Immunization RED & REC Micro plan preparation and validation
* Collection and compilation of verbal autopsy and tracking of foreigner during COVIDE-19
* Building Coordination with government, partners, and communication teams in the Tehsil /District
* Support EPID study and 30HH for WPV1 cases
* Support TPEC for Pre and Intra campaign planning
* Closely worked in outbreak zone
* Coordination with LEAs and jirgas for refusal families in tehsil Kakki

**Experience**

**Town Manager Bannu (EPI)**  July 2021 – till to date

**PHC Global (GAVI supported fund)**

* Capacity building of Extended Program on Immunization (EPI) Human Resources (HR).
* Work with the UC and tehsil level EPI staff to enhance EPI coverage in their concerned Tehsil/District.
* Visit one or more UCs in accordance to submitted work plans on daily basis to collect data and monitor vaccination sessions on an approved format.
* Conduct daily visits to respective Tehsil health offices/District Health to submit daily progress and data to the DDHOs/EPI Coordinator and assist in taking corrective measures.
* Ensure comprehensive and updated routine immunization micro-plans and other immunization data in all the high-risk by validating the micro-plans and assisting in rectifying the errors
* Support all the immunization-related activities including MR, TCV in the respective tehsil/District.
* Ensure optimal engagement between EPI field staff, community-based organizations, and communities.
* Strengthening outreach activities through linkages with community influencers for their involvement in social mobilization activities. Involvement of religious and political leaders through meetings, workshops, and seminars.
* .Ensure the development and maintain updated profiles containing all the geographical, social and other data on population with special focus on high-risk groups.
* Ensure the quality RED & REC Micro plan.
* Frequently supervision of EPI fixed and outreached activity.
* Assist EPI Coordinator for Re Functionalization of EPI centers.
* Assist EPI Coordinator for the rationalization of EPI staff.
* Ensure timely coverage of EPI zero dose children through effective planning.

**Union Council polio Officer** Sep 2015 - Feb 2021

**World Health Organization, UC Kakki-1 Tehsil Kakki District Bannu**

* Preparation of Pre Campaign activities for the UC.
* To prepare and support team Training and AIC Plan for the UC.
* To prepare and support Monitoring & Supervision Plan for intra Campaign.
* Conduct daily evening meeting with AIC during campaign.
* Conduct daily tally sheet analysis during campaign.
* Conduct daily data analysis during campaign.
* Monitoring of AIC/Teams during campaign and rectification of the issues.
* To check the campaign quality through taking 7 HH Cluster on daily during campaign.
* Preparation/Verification and Validation of micro plans.
* AFP Surveillance and reporting of AFP case to next level.
* Support Stool collection process at UC level.
* Support and ensuring the submission of Zero report from HF to DPCR.
* Facilitate and support Routine Immunization at UC level.
* Submission of Daily, Weekly and Quarterly report to High-up’s.

**Area Manager** Mar 2014 - Dec 2014

**National Rural Support Program Fisalabad**

* Poverty Survey
* Loan Creator
* Team Building

**Finance Officer** Aug 2011 - June 2012

**Islamia Public High School Kakki**

* Setting annual budget of the school.
* Ensure the budget is managed effectively.
* Analyzed budgeted income and expenditure.
* Administrating the monthly salary payment of the staff.
* Monitor all expenses of the school.

**Supervisor** Apr 2011 - July 2011

**Grant Thornton International**

* Benazir income support poverty survey
* Team Management
* Supervises the work of group members
* Data collection and submission on daily basis

**Internee** Jun 2010 - Aug 2010

**Habib Bank Limited**

Seeking daily operation of the organization

**Course Attended**

* Successfully complete training as master trainer for UC level staff training
* Successfully complete 3 days training on MP, revision, field validation and tally sheet.
* Successfully complete 2 days training as master trainer for HRMP.
* Successfully complete 2 days training as master trainer for Pre campaign training.
* Successfully complete 2 days training on LQAS and Monitoring.
* Successfully complete 2 days training on revamped tolls of Micro plan and tally sheet

**References:**

* Dr. Naeem khan Regional Coordinator WHO Bannu Cell NO. 0333-9412037 Email= [wazirn@who.int](mailto:wazirn@who.int)
* Dr Alam Zeb District Surveillance Officer Bannu Cell No. 0333-9722880
* Mr. Nadeem Khan District Program Manager PHC Global Bannu Cell No. 0333-9122369

Email= nadeem.khan@phcglobal.org

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**COMPUTURE SKILLS INFORMATION:**

* Using of Internet (Facebook, Whatsapp ,Tweeter , Emails) ,Ms Word, Ms Excel, Power Point and In page