



Muhammad Atif Atif Umair

Communication Support Officer

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Paroa, Dera Ismail Khan, Pakistan

Summary

Highly skilled Communication Support Officer with extensive experience in providing exceptional communication support to organizations. Seeking a challenging position as a Communication Support Officer where I can utilize my strong communication, problem-solving, and organizational skills to contribute to the success of the organization.

Skills

Communication for Development | Communications Skills | Community Building | Community Outreach | Data Maintenance | Environment Health Safety Management | Expert In Safeguarding and Child Protection | Field Coordination | Field Data | Field Surveying | Field Work | File Management | Filing & Documentation | Gender Mainstreaming | Handling Assignments | Health Care | Hygiene Promotion | Knowledge of Local Language | Leadership Management | Leadership Skills | Learning Attitude | Leave Administration | Legal Knowledge | Liaisoning | Livelihood | Livestock | Local Food Knowledge | Marketing Strtergiers | Microsoft Excel | Microsoft Office | Microsoft Office Suite or Similar | Mobilization Skills | Monitoring Analysis | Monitoring and Evaluation | Monitoring and Evaluation | Monitoring Performance | Monitoring Skills | MS Excel | MS Office | MS Outlook | Negotiation Skills | Nutrition Survey and Assessments | Nutritional Analysis | Nutritional Counseling | Office Networking | Office Opening | Organization Skills | Outlook | Outreach Skills | People Management Skills

Experience

Jun 2023 - Present

Communication Support Officer

Professional Employee, Dera Ismail Khan, Pakistan

Communication support officer Implemented and managed effective communication strategies to ensure clear and consistent messaging across all internal and external channels. Collaborated with cross-functional teams to develop and execute communication plans for key organizational initiatives, resulting in increased employee engagement and alignment. Monitored and analyzed communication metrics to identify areas of improvement and develop data- driven recommendations to enhance overall communication effectiveness. Facilitated training sessions and workshops to educate employees on best practices for effective communication, resulting in improved team collaboration and productivity.

May 2023 - May 2023

GCSS Facilitator

RIZ Consultant, Dera Ismail Khan, Pakistan

Enter Description

Apr 2022 - May 2023

Trainer / Facilitator

Facilitator at UNICEF Pakistan with Implementing Partner School Of Leadership Foundation Project., Dera Ismail Khan, Pakistan

Facilitator at UNICEF Pakistan with Implementing Partner School Of Leadership Foundation Project.

(Dera Ismail Khan)

(March 2023 -July 2023)

Developed and facilitated comprehensive mental health awareness training for Project SHAMS.

Collaborated with mental health professionals to ensure accurate and impactful training content.

Designed and delivered engaging training sessions utilizing diverse methodologies, tailored to the needs of various audiences.

Conducted a total of 20 training sessions in multiple villages across District Dera Ismail Khan, reaching over 900 participants.

Supervised and provided guidance to a team of trainers, ensuring consistent quality and effectiveness..

Aug 2022 - Feb 2023

Social mobilizer flood emergency with Islamic relief international

Islamic Relief Pakistan, Dera Ismail Khan, Pakistan

Aug 2022 - Sep 2022

UC supervisor MARF COMPANY

Marf, Dera Ismail Khan, Pakistan

UC SUPERVISOR (MAHRAH DIK)Medical Emergency Resilience Foundation (MERF)Mosquito Nets Distribution Project Indus HospitalFrom January 2021 to 31 Aug 2022Duties & ResponsibilitiesProject Planning and Preparation.Team Management and Training.Community Engagement and Mobilization.Distribution and Monitoring.Data Collection and Reporting

Sep 2019 - Sep 2022

Volunteer And Area Incharge in polio Eradication Program

Polio project, Dera Ismail Khan, Pakistan

AREA INCHARGE UC MAHRAHFrom 2019 to 2021Duties & ResponsibilitiesPolio worker(Transit Team)Organization WHOProject Name. Expanded program immunization(Epi) Donor. BMGF (Bill and malinda gates foundation)

Jan 2020 - Jan 2022

1. 2 Year Experience In Teaching At Future Icon High School Mahrah

Future icons school, Dera Ismail Khan, Pakistan

Education

2023

Gomal University

Masters in Arts , MA

Islamiat

CGPA: 60/0

2020

govt degree college no 3 Dera Ismail khan

Bachelors in Science , Bsc Biochemistry

Biochemistry

Percentage: 68%

- 2018 **Khyber Pakhtunkhwa Board of Technical Education Peshawar (KPBTE)**
Diploma
Information Technology
Completed
- 2017 **govt degree college prova**
Intermediate/A-Level , Fsc Premed
premedical
Percentage: 50%
- 2016 **future icons High school mahrah**
Matriculation/O-Level , Metric Science
Science
Percentage: 59%

Projects

COMNet

Im working as communicatin support officer for polio eradication

Languages

Saraiki Expert	Pashto Intermediate	Urdu Expert	English Intermediate
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