Muhammad Hussain S/O Ghani Gul

Cell# 0345-7841767

Email: Mhu7ain@gmail.com

Location: Khazana Peshawar

Address: ZamungKor Model Institute for State Children Charsadda Road Near Khazan Sugar Mil Peshawar

Domiciles: Peshawar

CNIC: 15401-1630567-3

Marital Status: Married

Profile

I am a competent IT Administrator, Social Mobilizer and Trainer with 07 years of work experience in different IT, Social, Consultancies and companies etc. I am skilled in dealing with Technologies, Management and Social problems in a resourceful manner. I am always enthusiastic to learn and undertake new challenges.

Strengths & Skills

- ***Currently working in Child Protection Institute (ZamungKor) Peshawar as MIS Manager/IT Assistant from the last two years.***
- Worked with LMKT in AWAZ-II project for the post of District Monitoring Officer.
- Administrative Skills, Communication Skills, Team Building.
- Computer skills, Data Collection, Presentation Skill.
- Leadership Skills, MSOffice, Task Management.
- Team facilitator, Team player, Presentation.

Education

MS Computer Science		2021|3.25
MCS	AWKUM Mardan,	2013	3.0 CGPA
BSc	University of Peshawar,	2006	60%
FSc	BISE Malakand	2004	70%
DIT	BTE Peshawar	2012	75%
B.ED	ALOU Islamabad	2017	68%

Work Experience (08 Years)

District Coordinator:	May, 2019- April, 2022

Pak Alliance for Math's and Science Islamabad: **Location:** Charsadda, Mardan, And Peshawar
Project: Take a Child to School (TACS) (British Council)

- Coordination with implementation partner & Field enumerators.
- Close contact with District Education Officer (DEO) Male/Female.
- Monitor over all School enrollment, retention & operation.
- Visit & train district volunteers and field staff.
- Build linkage with DEO, IP & Volunteers team.
- Verify and ensure the attendance, enrollment and retention reports.

Area Field Officer	Dec 2018 –April, 2019

APEX Consulting Pakistan   **Location: Malakand, Pakistan**

- Social mapping designing of target area.
- Polio vaccinated child selection processes.
- Implementation of statistical tools and methodologies sampling.
- Provide track record and entries to ODK application.

- Collect and document feedback from the field.

| **Team Lead** | June 2018 - November2018 |

Election Commission of Pakistan   Location: **Peshawar, Pakistan**
(A Project of UNDP for General Election 2018)
- Data Collection/ reviewing of all districts
  FATA
- Assigned tasks, follows up and gives instructions as necessary.
- Carried out supervising, coaching, call monitoring, training, reviewing of all
  activities through Help Desk.
- Attends, follows up & resolves RO/DEO complaints.
- Carries out performance monitoring, measurement

| **IT Administrator** | April 2017 - May2018 |

Women Awareness & Development Society (WADS)   Location: **Malakand, Pakistan**

- Configuration and installation of IT solutions.
- Assisting co-workers with everyday IT needs.
- Monitoring of the Internet and email usage of organization
  employees.
- Investigating and diagnosing network problems.

| **Assistant District Program Officer** | January 2016 – Feb 2017 |

Aurat Publication & Information Service Foundation   Location: **Batkhela, Pakistan**

- Support the District Coordinator in coordination of program.
- Support in the work plan implementation.
- MIS maintaining according to work plane activities. Collate
  information
- Ensure the quality of activities.
- Visiting the field and participating in program planning and
  review meeting.
- Support in the identification, support and facilitation work.

| **Team Lead** | September 2014 - October2015 |

Khyber Tobacco Company Mardan   Location: **Mardan, Pakistan**

- Managing overall system and resources.
- Data transfer to the respective Go down and Central server.
- Purchase Day Opening & Closing.
- Supervision of the whole system.
- Staff training and development.
- Close coordination with location in charge / leaf buying manager.

| **Computer Operator:** | May 2014 – Sep, 2014 |

NADRA   Location: **Batkhela, Pakistan**

- Supervision/Managing computer hardware and software.
- Hardware support in absence of hardware support staff.
- Coordination with IT hardware support staff.
- Record keeping.
- Provide public service delivery.
- Provide facilitation to eligible and ineligible beneficiaries.