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| Out Side Yakatoot Doctors Colony Peshawar City. |
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MUHAMMAD IMRAN

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| **Objectives** | | | | | | | | | |
|  | | To gain more experience and obtain a position with a growth-oriented corporation. Committed to quality and focused on supporting the organization through change. | | | | | | | |
| **Personal** **Biography** | | | | | | | | | |
|  | | **Age :** 41 Years  **Marital Status:** Married  **Nationality:** Pakistani  **Religion:** Islam | | | | | | | |
| **QUALIFICATION** | | | | | | | | | |
|  | | ***MS*** *(****CS****)* with specialization in networking.  19 years’ experience in the field of Teaching, Administration, Services and Report Writing Skills.  **Hands on experience** in management of **20** personal staff deputed at the Office.   * Coordinate and update departmental documentation. * To coordinate with Chairman Office regarding related matters. * Fluently speak international, national & local languages i.e. English, Urdu & Pashto with very strong communication skills. | | | | | | | |
| **Certification** & **Credentials** | | | | | | | | | |
|  | | MCSE (Microsoft Certified System Engineer) Course From NSIT  Institute Peshawar  Office Automation Course from CECOS Data Institute, Peshawar. | | | | | | | |
| **CURRENT** **POSITION** | | | | | | | | | |
|  | UCDO (Union Council Delivery & Operation Officer)[ Since January 2022 till date]  At UC Yaktoot-1 CD Zargar Abad Peshawar  To Server as Union Council Manager for Delivery and Operations of all polio activities at UC level.  **Duties & Responsibilities**:   * Support AS (Area Supervisors) in proper area / HH / compound demarcation for each CBV worker in his / her area. * Supportive supervision of child registration process in the field before campaign. * Conduct field validation of micro census before each campaign for assessing work burden and micro census quality. * Participate in UC-EOC / evening meetings and present all data including desegregated data on missed children and engage all UC-EOC partners to cover still missed children. * Ensure the new inductees have undergone an induction training. * Conduct CBV workers training prior to every campaign * Analyze AS level micro-plans for CBV workforce inclusive of logistics destruction, training route maps, still missed children tracking data and high risk mobile population movements. * Ensure timely data reporting in pre-campaign phases to UC Polio Officer. * Ensure supportive supervision of all workforce by AS. * Ensure timely receipt of logistics for campaign. * Supervise and monitor Area Supervisors (AS) and Community Health Workers (CHWs). * Focused intra campaign monitoring at low performing areas and HH clusters. * Ensure the implementation of recommended actions by field monitors. * Ensure AS Update and maintain a missed children logbook after every campaign. * Ensure gathering of data on reason from missed children, develop and implement data driven community engagement plans for chronic missed children through UC Coms team. * Post campaign review meeting with AS for debrief on the gaps; actions plans, etc. * Support in the emergency response to new polio cases and newly infected areas in the district / province. * Report operational progress at UC-EOC meetings. * Coordinate with UC Polio Manager where senior management interventions are required. * Contribute to any other PEI / EPI related planning and assessment surveys assigned by DEOC. * All issues highlighted by third-party monitors to be addressed. * Vaccination of at least 99% targeted children at HH level. * 100% compliance for data flow to DSC and IDIMS.   **Web Developer Cum Lecturer [ August 2021 till January 2022]**  UK Institute Opposite Brilliant College Faqir Abad, Peshawar  **Duties & Responsibilities**:  Teaching to DIT Students & Web Development in Wordpress.  **Vice Principal Cum Lecturer [December 2013 to July 2021]**  CECOS Data Institute, Constituent Institute of CECOS University of  IT & Emerging Sciences, Peshawar.  **Duties & Responsibilities**:   * Execution of day-to-day administration activities of the staff and students. * Implementation of Administrative Polices and Procedure constituted by the CECOS University Management. * Develop, assist and orientate curriculum regarding specific courses to teachers and students. * Directly Liaison and reporting to the Admission office, Finance Controller and Procurement Department regarding day to day activities of the Institute. * Monitoring and Evaluation of Financial Records regarding Admission Fees, Monthly Fees, Staff and Student Attendances etc. * Managing, scheduling and monitoring of (10) teachers, (1) Account Assistant, (1) Office Superintendent (1) Receptionist, (1) Admission officer, (1) RMO (Record Maintenance Officer) (2) Peons and (1) Security Guards. * Prepare demonstrations, conduct interviews and send recommendation for teacher’s recruitment to the HR department. * Perform additional duties as desired by the management. * Teaching different subjects of computer science Like Operating System, Network Basics, Network Infrastructure, System Administration, Wireless Networking, Databases, Office Automation, HTML, JavaScript, Data Communication, Etc.   **Lecturer [November 2011 to December 2013]**  **Kardan University Kabul Afghanistan.**  **Duties & Responsibilities**:  Teaching different subjects of computer science Like Operating System, Databases, Computer Application, HTML, JavaScript, Data Communication, Network Basics, Network Infrastructure, System Administration, Wireless Networking, Etc.  **Vice Principal Cum Lecturer [July 2004 to November 2011]**  **CECOS Data Institute, Constituent Institute of CECOS University of IT & Emerging Sciences, Peshawar.**  **Duties & Responsibilities:**   * Execution of day-to-day administration activities of the staff and students. * Implementation of Administrative Polices and Procedure constituted by the CECOS University Management. * Develop, assist and orientate curriculum regarding specific courses to teachers and students. * Teaching different subjects of computer science Like Operating System, Network Basics, Network Infrastructure, System Administration, Wireless Networking, Databases, Office Automation, HTML, JavaScript, Data Communication, Etc. | | | | | | | | |
| **TEACHING** **EXPERIENCE** | | | | | | | | | |
|  | | Teaching Computer Science Subjects From July 2004 till Date (17 Years Teaching + Administration Experience) | | | | | | | |
| PROFESSIONAL TRAINING | | | | | | | | | |
|  | | | For three years, Every year attended PCB (Pakistan Computer Bureau) Islamabad Training Officers of different Government Organizations like (Excise & Taxation, Custom Office, Pakistan Tele-communication, SNGPL, Pakistan Air Force, Passport Office, PIMRA) | | | | | | |
| **PRIZE** | | | | | | | | | |
|  | | | Achieve Best Teacher Appreciation letterin Computer Science Department at KARDAN University Kabul, Afghanistan for the Year 2013. | | | | | | |
| **SKILLS** | | | | | | | | | |
| Networking Skills | | | | Workgroup and Domain Creation, Installation & Configuration of Active Directory, DNS Server, DHCP Server, Terminal Server. Routing & Remote Access, Home Folder & Disc Quota, Organizational Units & GPO Policies, WEB Server, FTP Server, DFS Server, Exchange Server, ISA Server, SMTP Server with MS Outlook, Offline Files & Folders, Creation of different User Accounts & Management, Software Deployment Using Group Policy | | | | | |
| **PROJECT** **DETAILS**: | | | | | | | | | |
| **PROJECT** **TITLE** | | | | | Established Local Area Network | | | | |
| Designation | | | | | System Administrator | | | | |
| Client | | | | | Kardan University Kabul, Afghanistan | | | | |
| Tools | | | | | Windows Server 2003, Windows 7 and Windows XP | | | | |
| **PROJECT** **TITLE** | | | | | Database System for Associated Industries Limited, Nowshera | | | | |
| Designation | | | | | Database Programmer | | | | |
| Client | | | | | Associated Industries Limited Nowshera. | | | | |
| Tools | | | | | Oracle 8 and Form 6i | | | | |
| **EDUCATION** | | | | | | | | | |
|  | | | | | | **MS (CS**) Master of Sciences in Computer Science [2016-2018]  CECOS University of Information Technology and Emerging Sciences, Peshawar.  ----------------------------------------------------------------------------------------  (**MCS**) Master in Computer Science [2002-2004]  CECOS University of Information Technology and Emerging Sciences, Peshawar.  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  (**BA)** Bachelor of Arts (Statistics & Economics) [2002]  University of Peshawar  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  (**FA**) (Inter Science) Higher Secondary School Certificate [2000]  (BISE) Board of Intermediate and Secondary Education Peshawar  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  (**SSC**) Secondary School Certificate [1998]  (BISEP) Board Of Intermediate And Secondary Education Peshawar | | | |
| **Languages** | | | | | | | | | |
|  | | | | |  | | Read | Write | Speak |
|  | | | | | English | | Excellent | Excellent | Excellent |
|  | | | | | Urdu | | Excellent | Excellent | Excellent |
|  | | | | | Pashto | | Excellent | Good | Excellent |
| **References** | | | | | | | | | |
| 1.  2. | | | | | Dr. Sheeraz Ahmad  *Professor*  IQRA National University Peshawar  Director ORIC  Email: [sheeraz.ahmad@inu.edu.pk](mailto:sheeraz.ahmad@inu.edu.pk)  Cell# 0331-9849856 , 03018909730 | | | | |
| Zulfiqar Khan *Web Developer* KP Judicial Academy, Old Session Courts building, Jail Road, Peshawar Email: [zkhan@kpja.edu.pk](mailto:zkhan@kpja.edu.pk) Cell # 03005940799 | | | | |