

MUHAMMA ISHAQ

37/3, FG-TYPE, WAFaqI COLONY, NEW CAMPUS,
LAHORE



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Personal Information

Father's Name:	Abdul Rehman
Nationality:	Pakistani
Date of Birth:	26, Dec 1985
Marital Status:	Married
CNIC NO:	35202-7623740-1

Objectives

To get a progressive that allows me to utilize my skills in this profession. To work with full devotion, honesty and loyalty for the best benefit of the organization. So, it may get the unique standard in the competitive environments.

Education

- **Matric**
2002 ▪ BISE LHR
- **Intermediate**
2004 ▪ BISE LHR
- **Bachelor of Arts**
2007 ▪ Punjab University
- **Certificate of Computer Hardware**
2002 ▪ Minhaj University
- **Certificate in Cold Chain Management**
2007 ▪ UNICEF

Experience

- **Tehsil Tuberculosis Assistant** ▪ Oct 11, 2021 – Till
Punjab TB Control Program (Global Fund)

Transport of sputum specimens from Basic Medical Unit to nearest X-Pert testing facility and transport back the result, within the Tehsil. Ensuring Isoniazid Preventive Therapy to all under five Contacts Tracing back those Lost to Follow-up cases who do not respond to telephone calls from Direct Observed Treatment facilities. Maintain a Map of the Tehsil, detailing all health facilities in the area, both government organizations and Non-Government Organization which specially carry out TB activities, including the staff responsible for those TB activities (name, position and location). Visit all new registered patients at their homes within one month of treatment initiation and maintain list of verified address and contact tracing. Undertake any other program related activity as directed by Punjab TB Control Program and/or District Tuberculosis Coordinator.

- **Union Council Polio Officer** ▪ Feb 1, 2019 – Feb 28, 2021
Chip Training & Consulting (Under WHO)

Under supervision of Polio Eradication Officers. Assist in preparation and updating SIA Micro plan, Validate the micro plan

in the field Help in identifying and mapping high risk areas in the specific UC. Assist the District Polio Eradication Officer and District Trainers in Planning, Coordinating, and organizing training sessions for Vaccination teams and supervisors. Promote Partnership with influencing factors at UC level in Support of Supplementary Immunization Activity. Monitor the Process of implementation of the campaign as per guideline and Provide feedback to District Polio Eradication Officer. Collect and collate the tally sheet data from the area of responsibility on daily basis. Attend the Daily evening review meeting at UC level for every Supplementary Immunization Activity. and record the findings/observations for Corrective action on the following day of the campaign. Facilitate the work of independent monitors. Visiting all health facility focal person in the UC to inquire about AFP Cases recently admitted. Immediate reporting of any APF case found to the PEO/DSC.

- **Social Mobilizer** ▪ Jan 25, 2012 – Jun 14, 2019
Chip Training & Consulting (Under UNICEF)

Worked as a Social Mobilizer in Chip Training & Consulting for Polio Projects to aware those people who don't have Knowledge about it. Inside & Outside areas tried to cover the refusal houses and to convince them. To held meetings with area influences and making a school sessions with teachers, Principals and children as well only for one purpose to eradicate polio diseases. The area Mapping and identified the social networking. The targeted high Risk Area and working on Not Available Children. Identified the main refusal targets by Maps. Updating a Micro Plan and making Professional Maps. Registration of Pathan Families and Nomadic Population. Working on Cold Chain Management and Data Collection.

- **Dispatch Clerk** ▪ 01 Year
Soil Survey of Pakistan

Planning and schedule the delivery of services based on the requirements and the organization's delivery capacity. Coordinating with drivers to provide them with delivery details and ensure that they are following the correct route and schedule.

- **Clerk** ▪ Jan 19, 2011 – Feb 22, 2012
Soil Survey of Pakistan

Entering maintaining and updating records, information, orders, and correspondence. Providing assistance to inquiries, complaints, or requests for information. Handling general office tasks. Preparing reports, analyzing data, and summarizing findings for management. Providing support to other staff members as needed.

- **Senior Cashier & Accountant** ▪ Sep 09, 2007 – Jun 30, 2010
Soil Survey of Pakistan

My duties includes receiving payments, issuing receipts, and providing change, as well as managing credit and debit card transactions. Maintaining and recording all financial transactions accurately and ensuring that they are up-to-date and complete. Reconciling bank statements and other financial records to ensure that they are accurate and up-to-date.

Skills and Other Training's

- Command on IPC
- Daily Dairies & Monthly Reporting
- NA & Refusal Follow up & Covering
- Data Collection, Data Entry & Data Analysis
- Training on Micro plan
- Cold Chain Management & Vaccine Management
- IPV with injectors
- Microsoft Word
- Microsoft Paint
- Internet Browsing

Languages

- **Balti (Native)**
- Urdu
- Punjabi
- English

References

Will be furnished upon request.