



Resume

MUHAMMAD MUNIR

- **Permanent Address:** Post Office (PO) Wana, Shah Kot, Tehsil Wana, District South Waziristan Lower.
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- Mobile No: +923450344126
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- Email Address: dsowana786@gmail.com

OBJECTIVE

- To work within competitive environment, so that I can explore my hidden professional capabilities for the best interest of the organization.

PERSONAL INFORMATION

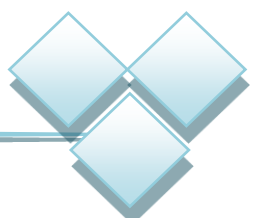
- Father's Name : Naik Muhammad
- Date of Birth : 06-09-1994
- NIC No : 21708-7351693-3
- Domicile : South Waziristan Lower
- Nationality : Pakistani
- Gender : Male
- Marital Status : Married
- Religion : Islam

ACADEMIC QUALIFICATION

EXAMIN	YEARS	MARKS	BOARD/UNIVERSITY
Diploma in MS Office (Short Course)	2014	187/200	WITTs College Wana South Waziristan Lower
BSC (Science)	2014	258/550	Gomal Univercity DI Khan
FSC (Pre-Medical)	2012	529/1100	Fedral Board of Intermediate & Secondary Education Islamabad
SSC (Pre-Pedical)	2010	633/1050	Board of Intermediate & Secondary Education DI Khan

EXPERIENCE

- 1 year of experience from 3rd September 2014 to 7th September 2015, as a Construction Field Monitor (CFM) and Computer Operator in Sher Muhammad Khan & Company (SMK) Contractor. I worked in different cities, including Lahore, Multan, Faisalabad, and Mianwali.





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- 2 years of experience, from 3rd October 2015 to 13th October 2017, as a computer operator in Sher Muhammad Khan (SMK) Contractor, I worked in different cities, including Lahore, Multan, Faisalabad, and Mianwali.
- Attended a 7-days computer training course at the Military College of Signals in Rawalpindi.
- Participated in a 7-days skills development and entrepreneurship training at the Vocational Technical and Educational Centre Aza Khel (IRM).
- 2 years of experience from 24th October 2017 to 5th September 2019 as an Area Supervisor (AS) in the Polio Community Based Vaccination (CBV) Program in Tehsil WANA UC GHAWA KHAWA, South Waziristan Lower.
- 9 months of experience 6th September 2019 to 31st May 2020, as a Data Support Officer (DSO) in the Community Based Vaccination (CBV) program in WAZIR-BELT, South Waziristan Lower with CTC.
- 3 months of experience 1st June 2020 to 2nd September 2020 as a DSO voluntarily with the District Health Office Wana for CR mOPV-2 campaigns in South Waziristan Lower.
- 7 months of experience 3rd September 2020 to 31st March 2021 as a social mobilizer (SM) with CTC in Tehsil WANA UC GHAWA KHAWA, South Waziristan Lower.
- 1 year and 2 months of experience 1st April 2021 to 15th June 2022 as a social mobilizer (SM) with PEOPLE in Tehsil WANA UC GHAWA KHAWA, South Waziristan Lower.
- I am currently working from 16th June 2022 as a Data Support Officer (DSO) with PEOPLE at COMNet program in South Waziristan Lower.

SKILL EXPERIENCE

- **Microsoft Word:** Proficient in creating, editing, and formatting documents using Microsoft Word.
 - **Microsoft Excel:** Skilled in utilizing Microsoft Excel for data entry, analysis, and creating spreadsheets.
 - **Microsoft PowerPoint:** Experienced in developing visually appealing presentations using Microsoft PowerPoint.
 - **In Page:** Proficient in using In Page software for designing and formatting Urdu documents.
 - **Operating System:** Knowledgeable in various operating systems, including Windows and macOS.
 - **Integrated Disease Information Management System (IDIMS):** Familiar with IDIMS software used for managing disease information and reporting.
 - **National Immunization Management System (NIMS):** Proficient in utilizing NIMS software for immunization management and tracking.
 - **Data Collection & Sharing:** Experienced in collecting and sharing data using appropriate tools and methods.
 - **Updating Dashboards:** Skilled in regularly updating and maintaining dashboards to provide up-to-date information.
 - **Data Analysis:** Proficient in analyzing data using statistical software and techniques.
 - **Monitoring & Supportive Supervision:** Experienced in monitoring projects and providing supportive supervision to ensure quality implementation.
 - **Management:** Skilled in project management, including planning, organizing, and coordinating resources.
 - **Presentation:** Capable of delivering effective presentations to diverse audiences.
 - **Interpersonal Communication (IPC) Skills:** Strong interpersonal skills for effective communication and collaboration.
 - **Social Mobilization Skills:** Experienced in mobilizing communities and promoting awareness on social issues.
 - **Data Compilation:** Proficient in compiling and organizing data from various sources.
 - **Follow-Up Data Dissemination:** Skilled in disseminating data and providing timely updates to stakeholders.
 - **Provincial Emergency Operation Centre Khyber Pakhtunkhwa (PEOC Dashboard):** Familiar with EOC Dashboard software for emergency response and monitoring.
 - **National Emergency Operation Centre (NEOC) Application:** Proficient in utilizing NEOC Application for emergency management and coordination.
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- **Creation of Zoom Link:** Experienced in creating and managing Zoom meeting links for virtual collaboration.
- **Data Cleaning:** Skilled in cleaning and organizing data to ensure accuracy and reliability.
- **Accounting:** Knowledgeable in basic accounting principles and financial management.
- **Supportive Supervision:** Experienced in supervising and guiding team members to achieve project objectives.

LANGUAGES

- English (written and spoken)
- Urdu (written and spoken)
- Pashto (written and spoken)

HOBBIES

- **Helping others:** Assisting others.
- **Parenting:** Nurturing my children.
- **Speaking the truth:** Being honest.
- **Working with integrity:** Performing tasks with honesty and sincerity.
- **Not procrastinating:** Completing today's work on time and not delaying it for tomorrow.
- **Time management:** Practicing time discipline.
- **Coordination with supervisor:** Maintaining coordination with my supervisor.
- **Seeking advice for every task:** Consulting and seeking advice for every task.
- **Regular prayer:** Maintaining regularity in performing prayers.
- **Serving parents:** Serving and taking care of parents.
- **Understanding and fulfilling job responsibilities:** Understanding and implementing the responsibilities of my job.
- **Punctuality at the office:** Arriving at the office on time.

REFERENCE

1. **Dr Junaid Khan Social Behavior Specialist**

- Email Address: jukhan@unicef.org
- Mobile No: +923319020696

2. **Mr Saud Ahmad Rohani Provincial Data Officer**

- Email Address: data.analyst.epi@gmail.com
- Mobile No: +923339400552

3. **Mr Aamir Abbas DHCSO South Waziristan Lower**

- Email Address: DHCSOWANA@outlook.com
- Mobile No: +923085580380

4. **Madam Saira HR-SKP COMNet (People)**

- Email Address: saira@people.com.pk
- Mobile No: +923474102883

