Malak Shoaib

Town Coordinator

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Email: malak.shoaib@gmail.com

PERSONAL DETAILS

Date of Birth: 11th Feb. 1988
Gender: Male
Citizenship: Pakistani
Religion: Islam
Marital Status: Married

Education

BS (Hons) in Journalism and Mass Communication Kohat University of Science and Technology

Key Skills

Team-oriented and positive minded.
Proficient in computer skills.
Effective communicator and problem solver

Objective

Seeking a challenging position in a prestigious organization to further enhance my capabilities and contribute as a hardworking individual in a dynamic environment.

Experience

Town Coordinator, PHC Global Bannu

Jan 2022 – Feb 2024

Responsibilities:

- Enhancing EPI coverage in the concerned tehsil.

- Monitoring vaccination sessions and data collection.

- Supporting immunization-related activities.

- Ensuring timely submission of data.

Assistant Manager, PHC Global Islamabad

Jan 2021 - Jan 2022

Responsibilities:

- Managing team schedules and performance.

- Interviewing, hiring, and training staff.

- Ensuring compliance with company policies and regulations.

- Handling department-specific initiatives.

Divisional Coordinator, PHC Global Kohat Division

Nov 2020 - Dec 2020

Responsibilities:

- Coordinating and communicating project requirements.

- Providing administrative support.

- Managing project budgets and finances.

- Analyzing data and reporting project progress.

Data Operator, World Health Organization, Kohat Division

Dec 2017 - Nov 2020

Responsibilities:

- Compiling and sorting documents for data entry.

- Transcribing source data into electronic format.

- Verifying integrity of data.

- Performing regular backups and maintaining data quality.

Field Monitor, World Health Organization, Kohat Division

Sept 2014 - Dec 2017

Responsibilities:

- Micro planning for polio campaigns.

- Training and supporting teams.

- Conducting community sessions and awareness programs.

- Analyzing data and sharing findings with district authorities.

COMPUTER SKILLS

- Mobile Applications: KOBO Collector, ODK Collect- Graphics Software: Adobe Photoshop
- Microsoft Office: Word, Excel, PowerPoint
- Operating Systems: Windows (98, 2000, XP, 7, 8, 10)
- Networking: LAN, Wi-Fi Networking- Troubleshooting: Software and Internet

SHORT COURSES

- IT Diploma (One Year): MS Office, Urdu Point, Coral Draw, Adobe Photoshop, Hardware and Software- Safety Officer: Basic introduction to electrical, civil, and mechanical safety, risk assessment, first aid training- Spoken English: Grammar, communication, listening, speaking, reading, and writing skills

References

[Available upon request.]