

Curriculum Vitae

PERSONAL DETAILS

Name: Muhammad Suhail
Address: P/O. Ghazgi, Mohala and Vill: Sarki Titara
Tehsil: & Distt: Charsadda KP (Pakistan)
Date of Birth: 1978-04-20
Contact: +92-333-568785; +92-300-9559683
Email: sohail_care4u@yahoo.com

Collaborative leader with dedication to partnering with coworkers to promote, engage, and empower work culture. Documented strength in building and maintaining relationships with a diverse range of stakeholders in a dynamic- fast-paced setting.

WORK HISTORY

April 2021- Current

PEOPLE

Polio Eradication (COMNet)

Location: Charsadda

Position: Communication Support Officer

- As a communication support officer, my primary assigned task is leading and supervising of social mobilization team at the union council level, which includes arrangement and imparting of training & orientation programs.
- I led communication and social mobilization activities to build strong partnerships with Government departments, Community groups, Influencers, Print/Electronic Media, Civil society, and other stakeholders at the district level.
- Contributed to implementing communication and outreach strategy focusing on project outcomes, and objectives as well as promoted polio awareness website consistently.
- I provided mind mapping assistance to the civil society and involved them in social mobilization activities.
- Support in other priority health interventions (Essential Immunization, COVID-19 & Dengue) with policymakers and other stakeholders.

November 2011- March 2021

Chip Training & Consulting pvt Ltd.

Polio Eradication (COMNet)

Location: Charsadda

Position: Communication Support Officer

- Supervised social mobilization team at the union council level. This also included the arrangement and imparting of training & orientation programs to SMs.
- Developed & implemented communication and outreach strategy focusing on project outcomes, and objectives.

- Reviewed the project-related information on the Polio info website regularly, drafted content provided support for website updating and ensured consistency of the material.
- Identified NGOs and civil society organizations (CSOs) that can conduct social mobilization activities at the community level and conduct resource mapping.
- Organized Training for AICs on IPC and social mobilization at the UC Level since Nov 2011.
- Supported and Facilitated 12 TOTs organized by a Third Party for AICs at the District Level.
- Developed partnerships with the UC Medical Officers(MOs) / Executive District Officer (EDO) / Supervisors/health workers to plan and implement social mobilization / Information Education Communication (IEC) activities for the polio rounds and routine immunization.

August 2009 – June 2011

International Rescue Committee (IRC)

IDP's Protection

Location: Peshawar, K.P. Pakistan

Position: Field Officer Protection

- Protection of IDPs in Kacha Garhi camp/Jalozai Camp/ Jalala camp, Kohat as well as the repatriated groups in Swat and Dir.
- Worked in close collaboration with UN agencies; Govt. authorities and relevant stakeholders to make sure that IDP's rights are fully protected under national and international laws.
- Attended meetings/seminars hosted by other NGOs and UN agencies that address protection and human rights issues in IDP camps.

November 2008-August 2009

Save the Children Alliance

Disaster Preparedness and Response

Location: Nowshera

Position: Inventory Assistant

- Counted, sorted and checked incoming items, verified against request and properly stacked them.
- Prepared and verified warehouse and transport documents, and maintained confidential files and accurate warehouse transaction records, to ensure immediate reporting on commodity movements in line with the corporate requirements.
- Supported daily warehouse closing reconciliation and accurate inventory checks in compliance with warehouse management requirements.
- Performed daily inspections and prepared reports on the quantity and quality of the commodities received/dispatched and handled, and referred to the supervisor for appropriate action.

- Supported implementation of appropriate measures to safeguard food and non-food commodities to ensure quality control using standard preventive measures in line with Save the Children established procedures and authorization received from the supervisor.

October 2007– December 2007

Consortium of IRC, NRC AND ISCOS

Legal and Vocational Aid to Afghan Refugees

Location: Peshawar

Position: Field Monitor

- Contributed to survey methodology while surveying the defined areas using approaches such as interviews, observation and focus group discussions.
- Updated the database regularly with details as required.
- Collected, processed and analyzed data, coordinated closely with the DME&R Officer for entering data
- Ensured compliance with the provided guidelines for day-to-day work routine
- Written up a report on the main findings and made a presentation to the Consortium team.

December 2005 – Sep 2006

International Rescue Committee (IRC) - Pakistan

Emergency Relief Programme/ WFP/ UNICEF

Location: District Kohistan & Manshera.

Position: Food and Shelter Manager

- Provided food item facilitation between different Union councils of earthquake-affected areas in District Kohistan while receiving food from WFP.
- Ensured accuracy in physical count of commodities including the quality in compliance with the established standards.
- Assessment for Women Empowerment Project (WEP) cash for a work project.
- Distribution of sewing machines in Balakot, Battle and Oghi.

QUALIFICATION

- M.Ed, (Master of Education) University of Peshawar, KP (2016)
- Diploma in Project Management, Pakistan Institute of Modern Studies (2011)
- M.Sc. (Pakistan Studies) Allama Iqbal Open University Islamabad (2008)
- B.Ed. (Bachelor of Education), University of Peshawar, K.P. (2004)
- CT (Certificate of Teaching), D.E.S and L.D, K.P. (2003)
- M.A. (Pashto) from the University of Peshawar in the year (2002)
- Diploma in Computer Science, Frontier Computer College (2001)
- PTC (Primary Teaching Course), D.E.S and L.D, K.P (1999)

SKILLS AND ACHIEVEMENTS

- ❖ Social Mobilization, Monitoring and Evaluation, Disaster Preparedness and Management. Emergency Planning, Data Base Management, communication skills and effective working coordination.
- ❖ Drafting and Documentation, concerning Child Protection Prevention and Response Programming. Data Collection and Analysis, to implementing and planning the Project.

- Successfully supporting & supervising 58 Polio Workers and 4 Social Mobilizers since 2011, in the Polio Eradication Project.
- Building the capacities of almost 58 Polio workers on social Mobilization & IPC.
- Covered and approached 08 Union Councils to ensure quality Polio Campaigns
- Converted over 1600 refusals of the Polio vaccine.
- Provided facilitation to 6 Women empowerment Centers in Distt: Mansehra during the 2005 Earth Quake. Conducted a Survey of 100 damaged Schools and provided them with Tents, Rugs, Bags and Books.

REFERENCES

References can be provided upon request.