

**“Abstract”**

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| **Name:** | **Muhammad Tariq**  |
| **Father Name** | **Murad Ali**  |
| **Date of Birth (D.O.B)** | **2nd March, 1976** |
| **Contacts** | **0333 197 4395, Watts app: 03331974395** |
| **Email** | **tariq\_hassukhel@yahoo.com**,  |
| **Domicile** | **Mir Ali North Waziristan (TDNW)** |
| **Total Experience** | **Fourteen (14) years** |
| **Qualifications** | **MBA (Finance) MA (Political Science) BA, FSc, SSC** |
| **Previous Organizations** | **Army Public School Mir Ali Camp, World Health Organization (WHO), Save the Children, Team Sun Pakistan, Muslim Commercial Bank, CHIP Training & Consulting** |
| **Sectors** | **Teaching/PEI/ EPI, Primary Health Care, Banking & Finance, PEI Program.**  |

**Present Address**

**Village Hassu Khel, Tehsil & Post Office Mirali, North Waziristan (TDNW).**

 **AMBITION**

* To play a leading role to uplift the living standards of poverty stricken people by reducing their sufferings, empowering them and their children with education, skills and advocacy and involve them in decisions making process.
* To meet new challenges, prove my abilities and achieve the goal of program.
* To work as a team player with different stakeholders, line departments, media, and communities.

**EXPERIENCES**

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| *Organization Type.***CHIP Training & Consulting***Designation.***Project Officer***Tenure:***February, 2017 to Oct,2020 .***Type of Experience***Full Time** | **Job Description:**Being a Project Officer, under the direct supervision and guidance of the Program Manager KP/FATA is responsible for the following tasks.1. To work as a focal person for all activities like hiring of the staff, correspondence and liaise with communities.
2. To ensure operational support to PEI activities in NWA.
3. Responsible for overall supervision of CTC staff attendance, activity plan, and to ensure execution according to the prescribed methodology and implement the approved action plan to the agreed standards and deadlines.
4. To provide and ensure HR support to programming, reporting, financial monitoring and accountability.
5. To manage and facilitate program trainings and orientations to the project operation staff.
6. To coordinate with government line departments, administration and other partner organizations.
7. Oversee coordination between program staff, support departments and technical sectors. Periodically review the plan to monitor operational and programming activities.
8. Provide facilitation in the conduct of Community Engagement (CE) sessions.
9. Any other duty if assigned by the Program Manager KP/ FATA.
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| *Organization type:***Muslim Commercial Bank Pakistan***Designation:* **Finance Officer** *Tenure:***May, 14 to Jan, 17***Job Type:***Full Time***Location.***Lahore & Abbottabad** *Areas of Assignment:***Banking & Finance** | 1. Preparation of MIS of Debit Advices
2. Supporting of Debit Advices
3. Sharing & Posting of Debit Advices
4. Reconciliation of GLs
5. Preparation of Fuel expenses
6. Preparation of PTCL bills for posting
7. Advance Tax
8. Account Opening
9. Uploading of scanned copies on Unison.
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| *Organization type:****Team Sun Pakistan****Designation:***Manager Finance***Tenure:* **Oct-10 to May-14***Job type:* **Full time***Location:***Islamabad** | **Job Description:*** Purchasing accessories
* Maintaining Monthly Salaries for Lahore Office
* Resolving tax issues
* Daily Accounts entry
* Maintenance of Log Books
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| *Organization type.* ***“Save the Children”***Designation:**Admin & Finance Officer***Location:***FR Bann KP***Areas of Assignment:* **Primary Health Care***Job type:***Full time.***Tenure:* **Jan, 09 to Oct, 2010** | * Compilation of Monthly Expense Report
* Daily Accounts entry.
* Maintenance of Accounts files.
* Helping Coordinator in Budget Demand
* Facilitation in conducting Trainings
* Maintenance of Log Books
* Conducting Child Health Days
* Support for security department for daily filed updates regarding security situation.
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| *Organization type:***UNO-W.H.O****C:\Users\Riaz\Desktop\WHO.jpg***Designation:** **Campaign Support Person**

*Tenure:***Dec, 2006 To Dec, 2008** *Job type:***Full time***Location:* **North Waziristan****Istitution:****Army Public School****Designation:****Teacher****Tenure:****2002-2006****Location:****Mir Ali, NWA** | **Job Description:**1. To prepare monthly development/ grants development plan including social mobilization plan, logistic distribution plan, supervision and monitoring plan and micro-plan at the area level.
2. To implement the program according to the UN SoPs.
3. To develop micro-plan & map according to the grants/ program activities.
4. To attend and present progress in a monthly and annual review meeting (achievements/future planning).
5. To arrange Agency planning& Development Committee (APDC) meeting to be chaired by the PA/ DC and ensure participation of all head of line departments & submit minutes/ report to Team Leader FATA/ KP at HQ.
6. To arrange meeting of Civil—Military Coordination Committee (CMCC) participated by Station Commandant Pak army, Commandant FC, Special Commandant for Military Operational Pak army and civil line departments and share planning and achievements.
7. To build the capacity of area supervisors, field workers, volunteers and field teams.
8. To mobilize the community including elders, Malik, community members and other influential to support & monitor program activities.
9. To supervise and monitor the field activities and conduct visits to the grant sites.
10. To collect data, computation/ compilation and submit to W.H.O KP Control Room.
11. To analyze/ review monthly progress and achievements.

 **Job Description:** 1. Teaching Different Subjects specially Pakistan Studies, English,etc.
2. Providing full coordination in the management of special events at school level.
3. Guidance of the students in Speech preparation
4. Preparation of results.
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| **PERSONAL INFORMATIONS** |
| Father’s Name: | Murad Ali |
| Date of Birth: | 2nd March, 1976. |
| Marital Status: | Married |
| Domicile: | FATA |
| Nationality | Pakistani |
| Religion: | Islam |
|  Address: | Village Hassu khel Tehsil & P.O Mir Ali North Waziristan Agency. |
| Mobile No.Watts app |  0333-1974395 0333-1974395 Watts app |
| E-mail ID: | tariq\_hassukhel@yahoo.com |

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| **EDUCATION** |
| **Qualification** | **Year of Passing** | **Institution** |
| MBA-Finance | 2008-2010 | Sarhad University |
| M.A. Political Science | 2000 | Gomel University D.I. Khan. |
| B.A | 1998 | Gomel University D.I. Khan |
| F.Sc | 1995 | BISE, Hyderabad, Sindh. |
| SSC | 1992 | BISE, Bannu. |

**Languages** English, Urdu, Pashtu (Fluent)

**Computer Skill Level: Expert**

* 1. Ms-Office (Word, Excel, Power Point).
	2. Internet & Web.