

MUHAMMAD TOUQIR SHARIF

Address:

Mohallah Masti Khel Town Paniala, UC Paniala, Tehsil Paharpur, District
D.I.Khan, KPK.

Contact # 0348-9527532

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OBJECTIVE

I believe in honesty, simplicity, teamwork and commitment. I have very high standard of quality and always strive for improvement seeking a challenging position in a growing organization where acquired skills knowledge will be utilized towards continued growth and development.

EXPERIENCE

UNICEF(People) (12 Jan 2022 to till date)

Working as SM (Social Mobilizer) with UNICEF(People).

Responsibilities included:

- Identify UC-level activities for inclusion in District level communication plan and communicate to Union Council Communication Support Officer (UCCSO)
- Keep recording of NA, Refusal, challenge mapping, CE Plan, social profile, logbook etc.
- Means of Verification (MOV) of all conducted activities available at UC center MCH
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Assist in preparation of SMs' work plan and ensure inclusion of SMs' names in the VC micro-plan
- Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices.
- To assist ensuring communication and social mobilization planning is included in UC micro plans of the highest quality.
- List congregations that require interventions and mobilize leaders in co-ordination with MOIC.
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Assist in Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination.
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Assist UCCSO to monitor effectiveness of SMs and the activities conducted by him/her.
- Ensure orientation of Religious and Community leaders at the UC- level.
- Engage in social activities and building good relations in the region.

Nasir Jamil & Co Chartered Accountants (June-18 to July-19)

Worked as "Accounts Associate" in Nasir Jamil & Co Chartered Accountants.

Responsibilities included:

- Keeping track of expenses
- Perform banking activities and assist in banking reporting
- Assist in making payroll and other reports as required.

Pizza Hut MM Allam Road Branch Lahore

Worked as "Sales Representative" in Pizza Hut restaurant from May-17 to June-18, well experienced of attending customers, having strong communication to retain and solve the customer's problems.

PERSONAL INFORMATION

- Father Name : Muhammad Sharif
- Date of Birth : 24-01-1997
- C.N.I.C # : 12103-9286412-9
- Domicile : D.I.Khan, KPK
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Single

ACADEMIC QUALIFICATION

EXAM	YEAR	BOARD / UNIVERSITY
MA Economics (InProgress)	2023	Lucky University
B.Com	2021	Punjab University Lahore
F.Sc (Engineering)	2018	B.I.S.E D.I.Khan
D.I.T	2017	Technical Board Peshawar
S.S.C (Science)	2015	B.I.S.E D.I.Khan

COMPUTER SKILLS

- MS World, MS Excel, Power Point, Inpage Urdu, Email Handling

LANGUAGES

- English, Urdu, & Pashto

REFERENCES

Will be provided as required.