

# MUHAMMAD ZUBAIR



+92-333-5017739



zubairhangu1@gmail.com



Tehsil & District Hangu KPK

## EDUCATION

MA

Kohat University of Science & Technology  
Kohat KPK, Pakistan

## SOFT SKILL

- Excellent Communication
- Excellent Leadership
- Time Management
- Team Management
- Office Management
- Technologically Competent
- Computer Skills
- Presentation Skills
- Multi-Tasking
- Socializing

## STRENGTHS

- Flexibility and quick to embrace new concepts
- Ability to build positive working relationships
- High integrity and spirit of teamwork
- Self-driven, optimistic and hardworking
- Excellent interpersonal and reflection skills
- Strong Work Ethics
- Humble & Honest

## LANGUAGES

- English
- Urdu
- Pashto

## PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I am excellent in working with others to achieve a certain objective on time and with excellence in a progressive organization.

## WORK EXPERIENCE

### ADAM SMITH INTERNATIONAL (ASI)

Data Collector

#### Responsibilities:

- Attend the training focused on the survey questionnaire, translation/interpretation, sampling plan, quality control, and field management plan.
- Carry out a desk review of relevant documents (questionnaires, sampling plan, guidelines, etc.) in consultation with District Field Coordinators (DFCs) and conduct a mock session of data collection.
- Develop and submit a field plan in coordination with DFCs.
- Conduct visits to administer a pre-defined number of questionnaires over a given time period. The questionnaires should be delivered in line with the general guidelines provided by KESP and the principles/contents of the training on data collection.
- Ensure a high level of quality, including rigor, consistency, respect for survey respondents, and confidentiality.
- Enter and compile data collected using standard data entry templates.
- Deliver the entered data to DFCs daily.
- Analyses and review filled forms with DFCs to ensure data quality in terms of accuracy and consistency.
- Ensure that data is maintained and stored properly and securely such that no external individual or institution can access that.

### SUSTAINABLE DEVELOPMENT POLICY INSTITUTE (SDPI)

Data Collector

#### Responsibilities:

- Tasks & responsibilities. Ensure that team checklist is complete in start of data collection. Responsible for the entire data collection forms in Urban and Rural communities. Meetings with community key persons/stake holders to explain survey

### COMMUNITY DEVELOPMENT PROGRAM (CDP)

Data Entry Operator (DEO)

#### Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

### APEX CONSULTING PAKISTAN

Zonal Field Officer

#### Responsibilities:

- Close liaison and strong coordination with all the team members on needs identification and implementation of activities in post-polio campaigns
- Process Monitoring of the activities and polio administration by the health department through door to door polio vaccination
- Technical Support to the field staff regarding data collection and compilation
- Submission ODK data to the project coordinator/Manager as per agreed frequency and methodology

## **APEX CONSULTING PAKISTAN**

Area Field Officer

### **Responsibilities:**

- Close liaison and strong coordination with all the team members on needs identification and implementation of activities in post-polio campaigns
- Process Monitoring of the activities and polio administration by the health department through door to door polio vaccination
- Technical Support to the field staff regarding data collection and compilation
- Post -polio campaign data collection through random sampling and collection of Post Campaign Monitoring (PCM) as Area Field Officer District HANGU
- Follow up monitoring visits for the data collected through enumerators and validation of the samples units
- Submission ODK data to the project coordinator/Manager as per agreed frequency and methodology

## **HUMAN RESOURCE SUPPORT PROGRAM**

Logistic Assistant

### **Responsibilities:**

- Receive materials and supplies, store them in assigned locations and distribute them according to NRC procedures
- Maintain records of all incoming and outgoing materials
- Supervise packing, loading and unloading of all materials
- Informs suppliers on short supplies and ensures all over/wrongly consigned goods are returned to suppliers.
- Ensure availability of storage space and maintain orderliness and cleanliness of the warehouse at all times
- Ensure safety and security of materials
- Ensure that only authorized staff are allowed to enter the warehouse and receive supplies or materials
- Maintains an up-to-date electronic record of all correspondence related to purchase orders, requisitions and Good Received Notes (GRN) and records.
- Prepare periodic stock reports and assist in carrying out periodic physical inventory checks...

## **AGENCY FOR TECHNICAL COOPERATION & DEVELOPMENT (ACTED)**

Distribution Assistant.

### **Responsibilities:**

- Coordinate and facilitate the process of the food distribution program at the local level.
- Monitor and review the overall commodity movements such as food deliveries, storage, transport and distribution at the site and verify if the amounts received have been properly recorded, damaged or suspected to be damaged.
- Supervise the efficient distribution of food items at the site and ensure proper distribution of entitlements and verify appropriate entitlements are distributed and provide feedback to Social Organizers and others on the distribution.
- Assist in the implementation of the plan of action, review achievement and constraints and provide feedback accordingly.
- Report periodically to the Agency Coordinator on relevant events regarding food management, distribution and other related issues
- Identify any apparent issues in the program and report them to the appropriate personnel

## **WORLD HEALTH ORGANIZATION (WHO)**

Supervisor

Project: Polio Monitoring - Hangu

1 Year Working Experience

### **Responsibilities:**

- Campaign Planning and Coordination
- Team Management
- Monitoring and Evaluation
- Community Engagement
- Training and Capacity Building
- Data Management
- Reporting

## **NSER (IHSAS PROGRAM)**

Third Party Monitoring

Field Monitoring Officer

1 Month Working Experience \_ Hangu

### **Responsibilities:**

- Monitor the progress and coverage of vaccination activities in assigned areas.
- Conduct regular field visits to observe vaccination teams' performance, ensure compliance with protocols, and provide feedback for improvement.
- Analyze data and generate reports on vaccination coverage, missed populations, and any barriers to achieving vaccination targets

## **FAFEEN**

Election Observer

### **Responsibilities:**

- An Election Observer plays a critical role in ensuring free, fair, and transparent electoral processes. Election observers are independent individuals or members of organizations who are tasked with monitoring and reporting on various aspects of an election. Their primary responsibility is to ensure that the electoral process adheres to the principles of democracy and to identify any irregularities or issues that may impact the integrity of the election

## **PAKISTAN CENTER FOR PHILANTHROPY (PCP)**

Data Collector (1 Month Working Experience)

### **Responsibilities:**

- Ensure accurate and timely data collection and recording of vaccination outcomes.
- Maintain comprehensive records of vaccination coverage and progress, as well as any challenges faced during campaigns

## **(GAT)ROUTINE IMMUNIZATION**

Founded By WHO

Field Data Collector (1 month Monitoring Experience)

### **Responsibilities:**

- Monitor the progress and coverage of vaccination activities in assigned areas.
- Conduct regular field visits to observe vaccination teams' performance, ensure compliance with protocols, and provide feedback for improvement.
- Analyze data and generate reports on vaccination coverage, missed populations, and any barriers to achieving vaccination targets

## **(FIA) & (UNODC)**

Awareness Campaign against Trafficking In Person and Smuggling of Migrants.(District Kohat)

Supervisor (1 month Experience)

### **Responsibilities:**

- Develop a comprehensive campaign strategy, outlining the objectives, target audience, messaging, channels, and timeline for the awareness campaign.
- Collaborate with stakeholders, such as marketing teams, subject matter experts, and community leaders, to gather insights and align campaign goals

## **PHOENIX FOUNDATION FOR RESEARCH & DEVELOPMENT (PFRD)**

Founded By (UNODC) (District Kohat)

Supervisor (1 month Experience)

### **Responsibilities:**

- Strictly adhere to the code of conduct and neutrality requirements of the election observation mission.
- Refrain from engaging in any activities that may influence the electoral process or favor any particular political party or candidate

## **TABADLAB PRIVATE LIMITED**

Digital Assessment Funded By World Bank

Elementary & Secondary Education Department G. Of Khyber Pakhtunkhwa

Data collector (1 month Experience)

### **Responsibilities:**

- An Education Department Data Collector is a vital role responsible for gathering, verifying, and organizing education-related data and information. They play a crucial part in the collection and management of data that informs educational policies, decision-making, and program evaluations. The specific responsibilities of an Education Department Data Collector may vary depending on the department's focus and objectives

## **Post Distribution monitoring for Delivering UNHCR's Energy Appliance for Afghan Refugees in Pakistan**

Field Monitoring

Project: Founded By UNHCR District Kohat. DI Khan. Hangu

### **Responsibilities:**

- Field Monitoring involves observing and assessing activities and operations in the field to ensure they are being carried out according to established standards, protocols, and objectives. Field Monitoring is commonly conducted in various sectors, including development projects, humanitarian aid, environmental initiatives, and public health programs.

## **DIRECT FOCUSED COMMUNITY AID (DFCA)**

Expansion of Polio Serosurvey of the Outbreak and Risk Reduction

Data Collector (2 month Experience)

### **Responsibilities:**

- Record detailed and accurate observations using standardized forms or digital tools provided by the election observation mission.
- Ensure that all collected data and information are securely stored and handled in accordance with the mission's protocols.