

MUHAMMAD JAHANZEB

Mohallah Mazu Khel, Vill and PO Nawar Khel,
Tehsil & District Lakki Marwat – 28420 Khyber Pakhtunkhwa
Contact: 0345-3495022

Objectives:

To get a challenging job which enables me to make use of my knowledge and abilities, I would like to work in a highly competitive environment where I not only become productive but also where I achieve a high maturity level in my profession.

Professional Competencies

- Strong understanding of community issues, women related matters and challenges.
- Experience of report writing & administrative tasks of NGOs/INGOs.
- Excellent organizational skills.
- Able to tactfully deal with difficult and sensitive situations.
- Good oral and written communication skills.
- Influencing, persuading, coaching and negotiating skills.
- Pro-active and self-motivated.
- Ability to work under pressure.

Personal Information

| | |
|-----------------|--------------------|
| Father Name: | Muhammad Ayub Khan |
| Date of Birth: | 13-05-1987 |
| Gender: | Male |
| CNIC No: | 11201-9084229-9 |
| Domicile: | Lakki Marwat KPK |
| Nationality: | Pakistani |
| Religion: | Islam |
| Marital Status: | Married |

Professional Qualification

| Degree | Year | Marks | Board/University |
|-----------------|------|-------------|--------------------|
| SSC | 2004 | 602 / 850 | BISE Bannu |
| F.Sc | 2006 | 559 / 1100 | BISE Bannu |
| B.Sc | 2009 | 332 / 550 | UST Bannu |
| M.Sc Statistics | 2012 | 1334 / 2200 | Gomal Uni D.I.Khan |

Professional Experience

Area Field Officer AFO
DKT Dhanak Care Center
Duration: 5 Years

Major Responsibilities:

- Responsible for mobilizing the community through dialogue, awareness raising and using tools to identify causes of local problems and their solutions.
- Provide facilitation in the group formation, election of representatives, record keeping, internal saving mechanism and training/ capacity building.
- Ensure active community support for the project activities and ownership.
- Reporting the progress on regular basis
- Carry out other project related functional roles as requested and guided by Coordinator, Managers and Sr. Program Officer. Other duties as assigned by Provincial Coordinator, Sr. Program Officer.

HGO's

Tour & Travel Agencies

Duration: 10 Days

Major Responsibilities:

- Inquire about a variety of specific information including a person's name, age, religious preference, address and state of residency.
- Gather, record and encode information from a survey.
- Submit completed tasks to a supervisor and discuss developments daily.
- Find and record addresses.
- To check weather their offices are functional or not, All other necessary documents are ready.

Facilitator

RIZ Consultancy

Duration: 3 Months / On going

Major Responsibilities:

- Administering and reviewing progress on assessments.
- Worked on GCSS App Using to monitor different areas through GPS
- Tracking and conveying attendees' engagement to applicable figureheads.
- Ensure the group begins and ends on time and maintains its covenant
- Guide the group through the session outline
- Establish and maintain a comfortable, inclusive tone and feeling in the session.

Personal Skills

- Strong Interpersonal Skills.
- Strong Communication Skills.
- Planning and Organizing Skills.
- An ability to work under pressure and to deadlines.
- A desire to work with well reputed organization.
- An ability to devolve responsibilities, delegates tasks and monitor practices to see that they are being carried out.
- Academic ability as well as an ability to understand and communicate with those who struggle in his work under his experience.

Computer Skills

- Proficient in use of MS Office and other related software
- Internet & E-mail operation

Language Skills

- English
- Urdu
- Pashto
- Punjabi
- Seraiki

Trainings / Seminars

- 15 Days Experience as a Survey Enumerator in Govt Schools Solar Installation.
- Attended hundreds of different trainings of APEX Consultancy worked for different Polio Projects.
- Attended Training of RIZ Consultancy on GCSS Mobile App Installation in Polio Program.

References

Will be furnished on request