

MUHAMMAD JUNAID

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Zarif koroona warsak road Peshawar, Pakistan



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Secure a responsible career opportunity to fully utilize my training and skills, while making a sufficient contribution to the success of the company.



Experience

Area level Social Mobilizer (UC Jogani)

Professional Employers pvt Ltd (People)Peshawar

(2021 Apr - Current)

- Meeting with HCPs, School teacher, Community elder to aware the community.
- Meeting with those parents who refused polio.
- Preparing Community Engagement Plan.
- Preparing Social Mobilization Plan.
- Conducting Community Engagement Session.
- Conducting awareness School Session

Area level Social Mobilizer (UC Jogani)

Chip Training and Consulting, Peshawar

(2020 Oct - 2021 March)

- Meeting with Health Care Providers.
- Community Engagement Sessions.
- School Sessions about polio awareness.
- Corner Meetings with refusal parents.
- Refusal Conversion.
- Out Reach Facilitationse .

Data Collector 6 days survey

Voluntary Services Overseas (VSO),Peshawar

(10-03-2020 - 15-03-2020)

- Find out most in demand sectors for TVET skills/Trades
- Conducted 2 focus group discussion with university graduate and poor jobless youth.
- Collect 34 SMEs/Industry Data.

Data Enumerator

Apex Consulting, Peshawar.

(2019 Dec - 2020 Jan)

- Collect demographic, and housing data including a person name, age, religious preference address.
- Documenting and reporting the information.
- Checking door marking and finger marking.

Data entry Intern

FATA Secretariat warsak Road, Peshawar

(2016 June – 2017 May)

- Handling all incoming phone calls and emails and relaying accurate messages, greeting clients and visitors, and performing other general office clerk duties and errands, depending on the company and its needs.
- Maintain all high court and supreme court cases list in excel as well as in online case management system software.
- Managing the filing system such as updating paperwork and other documents and word processing, recording information by creating, maintaining, and entering into databases as needed.

Education

- Bachelor of Business Administration Hons (Finance) 4 years **(77.89%)**
The university of Agriculture Peshawar, Pakistan
2012 – 2015 Dec
Relevant Course work:
Business Mathematics , Computer IT Concept in business , Fundamentals of Accounting , Economics , Financial Accounting , Cost Accounting , Marketing , Business Finance , Organizational Behaviour , Human resource Management , Management information system , Corporate Company Law , Business research method , Managerial Accounting....
- Diploma in Commerce (Account) 2 years **(72.83%)**
Government College of Management Sciences Peshawar, Pakistan
2009 – 2011 July
Relevant Course work:
Business statistics , Business IT , Principle of banking , Principle of Commerce , Financial Accounting 1 , Financial Accounting 2 , Communication Skill , Applied Accounting...
- Matric SSC (Science) 2 years **(71.33%)**
Warsak Public School garhi sherdad warsak road peshawar, Pakistan
2007 – 2009
Relevant Course Work:
Mathematics , Biology , Physics , Chemistry.

Skill

- QuickBooks - Excellent
- Peachtree - Excellent
- Microsoft Office (Excel, Word, PowerPoint, Outlook) – Excellent



Referees

Available on request